

General Show Information

For assistance, please contact our Exhibitor Service Department at

888-745-2529, 203-840-9603 or inquiry@interphexpuertorico.com

- [Move-in, Show and Move Out Hours](#)
- [Exhibitor Action Checklist](#)
- [Show Management Contacts](#)
- [PRCC Layout](#)

Move-in, Show and Move Out Hours

MOVE-IN AND SET-UP HOURS:

The installation of exhibits will take place during the following schedule. Obviously, your installation cannot begin until your freight is delivered.

Wednesday, October 14, 2015 8:00am to 5:00pm
** All crates must be labeled "Empty" and removed by 5:00pm*

Thursday, October 15, 2015 8:00am to 11:00pm
** Booth work only – NO forklifts on floor*

OVERTIME CHARGES APPLY to any work performed before 8:00am and after 4:30pm on weekdays and anytime on Saturday and Sunday.

SHOW HOURS:

Thursday, October 15, 2015 1:00pm to 8:00pm

*Friday, October 16, 2015 1:00pm to 7:00pm

**Friday - Badged exhibitors will have access to the Exhibit Hall at 11:00am each morning.*

DISMANTLING AND MOVE-OUT HOURS:

Friday, October 16, 2015 8:00pm to 11:30pm

Saturday, October 17, 2015 8:00am to 5:00pm

[INTERPHEX Puerto Rico, 2015 Exhibitor Manual](#)

In accordance with the display rules and regulations, no exhibits or display may be dismantled before the official close of the show on Friday, October 16 at 8:00pm.

In accordance with display rules and regulations and security measures, no one under the age of 18 will be admitted in the exhibit hall at any time, including infants. There will be no exceptions.

Show Information (A-Z Guide)

AGE RESTRICTIONS:

In accordance with display rules and regulations and security measures, no one under the age of 18 will be admitted in the exhibit hall at any time. There will be no exceptions.

AUDIO VISUAL:

Inclusive Management Services Audio Visual is the official audio/visual services. They will maintain a full staff on site. Click [here](#) for order form.

BOOTH FURNISHINGS:

Booth equipment, services and furnishings are available through the Official General Contractor, Inclusive Management Services. Order forms for these services should be completed and returned promptly to take advantage of the advance discount pricing. Please be sure to indicate your booth number on all forms. Click [here](#) for order form.

BUSINESS CENTER:

Puerto Rico Convention Center will operate a full service business center on-site to provide copy and fax services, cell phone and pager rental, and small package shipping, etc.

CATERING:

Puerto Rico Convention Center has exclusive rights to all catering in the facility. Menus can be found by clicking [here](#) for order form.

CLEANING:

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours. If you need cleaning services in your booth --

vacuuming, shampooing, trash removal. *Show Management does not provide cleaning or vacuuming for booth carpet at any time.* Click [here](#) for order form

COPYRIGHTED MUSIC:

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept.
1 Lincoln Plaza
New York, NY 10023

BMI (Broadcast Music, Inc.)
10 Music Square East
Nashville, TN 37203-4399

Tel: 212-621-6000

Tel: 800-925-8451, 615-401-2000

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

CRATE REMOVAL, STORAGE AND RETURN:

Empty crates will be removed to storage and returned to your booth at the end of the Show by our floor crew at no additional charge, provided you have used material handling services for the delivery of your booth. Do not store merchandise in crates or cartons marked for empty storage.

DISPLAY RULES AND REGULATIONS:

The following rules and guidelines specify what an exhibitor can and cannot do with his booth space. These rules and guidelines are based on the physical characteristics of the Exhibit Hall, the intent to be equally fair to all exhibitors, and the safety of all concerned. **Please review these rules and plan your display accordingly as variances will not be granted prior to the show or on-site.**

DEMONSTRATION AREAS:

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule.

When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other Exhibitors. Aisles may not be obstructed at any time.

DEMONSTRATION EQUIPMENT:

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

EXPOSED AREAS MUST BE FINISHED:

All backwalls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle.

In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back wall completely will not be allowed.

Please note that ***ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.***

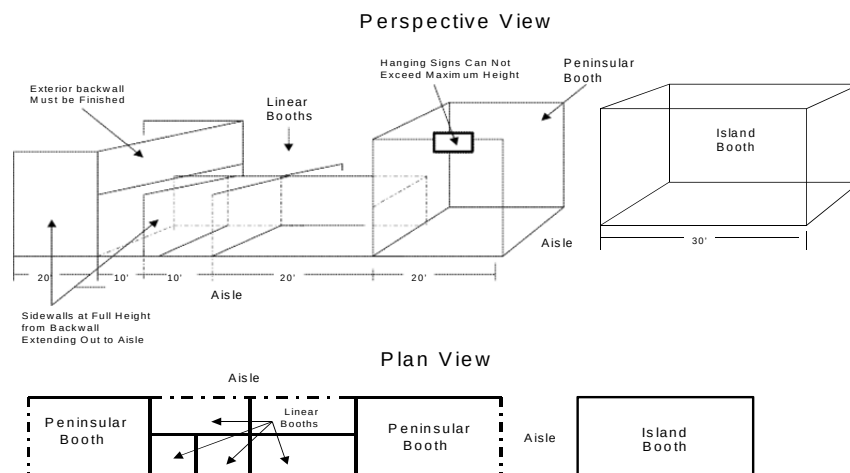
After 10:00am on Thursday, October 15th, any part of a booth with unfinished side or backwalls will be draped by Show Management at the expense of the exhibitor.

GRAPHICS ON NEIGHBORS' SIDE:

The backside of walls - the common border facing a neighboring booth - must be clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HEIGHT LIMITATIONS:

This event follows the line of sight rule, which allows exhibitors to make maximum use of their booth space. Under the line of sight rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below.



HEIGHT LIMITATIONS continued:

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on site at the show. Please plan your booth display and sign structures accordingly.

Linear Booth Bounded by 1 or 2 aisles	8'
Perimeter In-Line Booth Bounded by 1 or 2 aisles and situated Along the perimeter of the show floor	12'
Peninsula Booth	14'
Island Booth	16'

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting, and display materials

INSPECTION DEADLINE:

Any booth not occupied by 10:00am on Thursday, October 15th, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be late, then Inclusive Management Systems will set up the display as best they can with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs.

All exhibits must be completely set by 11:00 am on Thursday, October 15th, absolutely no shipment, equipment, or material may be brought onto the show floor during show hours.

ELECTRICAL:

All electrical work will be done exclusively by Inclusive Management Services electricians. Click [here](#) for order form.

EXHIBITOR REGISTRATION:

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times. Click [here](#) for order form or order information.

EXHIBITOR SERVICE AREA:

Inclusive Management Services will maintain a Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. Refer to the Exhibitor Checklist for hours of operation.

All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check in at this desk when they are ready to install their exhibits.

The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

FIRE AND SAFETY REGULATIONS:

The San Juan Fire Marshal, in conjunction with the PRCC, has very specific fire regulations/restrictions and permit requirements regarding display material within the exhibit hall.

FLORAL/PLANT RENTAL:

Inclusive Management Services is the official florist. Click [here](#) for order form.

INTERNATIONAL SHIPPING:

ABF Freight Systems, Inc. is the official provider of international shipping, customs brokerage, freight forwarding and related services for the show. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must insure that all documents are valid and complete and procedures are followed correctly. Show management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments. Click [here](#) for order form.

LEAD RETRIEVAL SYSTEMS:

Refer to the Exhibitor Checklist for more information. [Click here for order form](#)

LIABILITY AND INSURANCE:

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

LICENSE AGREEMENT:

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

MATERIAL HANDLING (DRAYAGE) SERVICES:

Inclusive Management Services is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the PRCC. Material handling includes return of your empty cartons and crates at the close of the Show. Click [here](#) for order form.

MEETINGS IN YOUR BOOTH:

If you plan to use your booth to conduct meetings before or after official show hours, you must fax the following information to Matt Luke at 203-840-5434 or email mluke@reedexpo.com by September 14th, 2015. PLEASE NOTE: All attendees and booth personnel must have a badge to enter the exhibit hall. Please send your VIP tickets to your guests to register themselves, and use the Exhibitor Badge Form in the Exhibitor Badges section to register your booth personnel.

1. A letter requesting early access to the Show floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
 2. List the non-exhibitor personnel and type of badge they will be wearing.
 3. State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on Thursday, October 15th).
 4. State the name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth.
 5. Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance.
-

SECURITY:

Show Management will provide perimeter guards on the exhibit floor on a 24 hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses, however the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take advantage of the complimentary storage room to lock up your merchandise during non-show hours.

SOUND LEVELS:

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show management will exercise their right to provide and maintain a fair exhibiting environment to all customers.

TELEPHONE SERVICES/INTERNET LINES:

All telecommunication services including internet lines will be handled through Inclusive Management Services. Click [here](#) for order form.

VENDOR INVOICES:

Inclusive Management Services will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Convention Center.

EXHIBITOR ACTION CHECKLIST/OFFICIAL CONTRACTORS

For assistance, please contact our Client Services Department at 888-745-2529; for International Exhibitors, please call 203-840-9603 or email us at inquiry@interphexpuertorico.com

WHAT TO DO AND WHEN TO DO IT

Double-check the dates for these services by going to the forms in this manual. Show Management will not be held accountable for any misprints to any of the dates that are listed below. The responsibility lies with the exhibitor.

Please note the *DEADLINE DATES* - completing these early can save you up to 30%.

Click the appropriate links under the "Contractor Type" to be redirected to the forms and/or contractor website for more information.

Contractor Type/FORM	Contractor Name	Discount Date (If Applicable)	Telephone	FAX
Audio Visual	Inclusive Management Services	September 23	817-337-3050	888-301-1273
Booth Carpet, Furnishing & Specialty Furnishings	Inclusive Management Services	September 23	817-337-3050	888-301-1273
Catering	Puerto Rico Convention Center	NA	787-641-7722	
Cleaning	Inclusive Management Services	September 23	817-337-3050	888-301-1273
Computer Rental/Office Equipment	Inclusive Management Services	September 23	817-337-3050	888-301-1273
International Shipping	ABF Freight Services	NA	888-256-8123	904-786-8127
Electrical & Plumbing	Inclusive Management Services	September 23	817-337-3050	888-301-1273
Exhibitor Insurance	Buttine Underwriters Purchasing Group, LLC	NA	212.697.1010	212.504.8084
Floral	Inclusive Management Services	September 23	817-337-3050	888-301-1273
General Contractor	Inclusive Management Services		817-337-3050	888-301-1273
Hanging Signs Labor	Inclusive Management Services	September 23	817-337-3050	888-301-1273
Rental Exhibits	Inclusive Management Services	September 23	817-337-3050	888-301-1273
Request to Use an Exhibitor Appointed Contractor	Exhibitor Appointed Contractor Section	September 4	203.840.5890	203.840.9432
Shipments Direct to Show	Inclusive Management Services	October 14	817-337-3050	888-301-1273
Shipments to Warehouse	Inclusive Management Services	October 9	817-337-3050	888-301-1273
Signs & Accessories	Inclusive Management Services	September 23	817-337-3050	888-301-1273
Telephone/Internet	Inclusive Management Services	September 23	817-337-3050	888-301-1273

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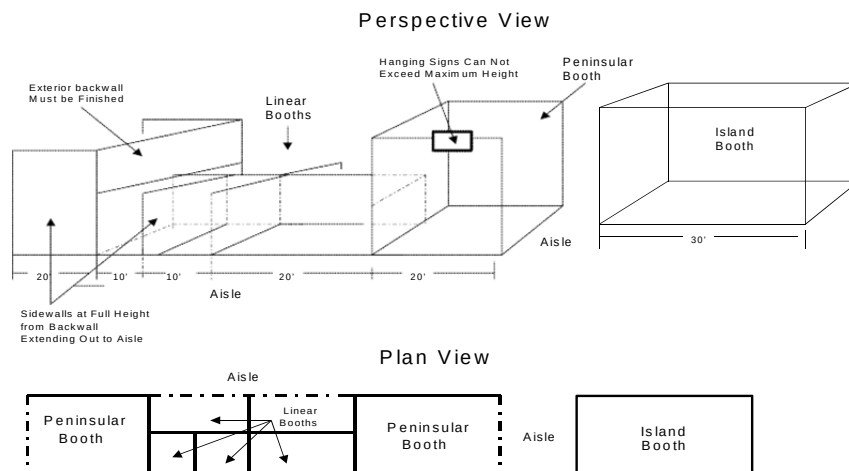
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Show Management Contacts

IF YOU HAVE QUESTIONS

CONTACT THE FOLLOWING AT REED EXHIBITIONS	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
General Show Inquiries, Exhibitor Badges, Customer Service	888-334-8704 or 203-840-5648	203-840-9648	inquiry@interphex.reedexpo.com
Sales Questions Kristen Mirto –Group Sales Director Sofia Gakopoulos – Director of Statistic Accounts	203-840-5605 203-840-5928	203-840-9605 203-840-9928	kmirto@reedexpo.com sgakopoulos@reedexpo.com
Exhibitor Designated Contractor Inquiries Darren Lyons	203-840-5432	203-840-9432	dlyons@reedexpo.com
Operational Questions Matt Luke	203-840-5434	203-840-9434	mluke@reedexpo.com
Conference Questions Christina Ouimette	203-840-5659	203-840-9659	couimette@reedexpo.com
Marketing Questions Kate McCorriston	203-840-5455	203-840-9455	kmccorriston@reedexpo.com
Exhibitor Center	888-745-2529	203-840-9603	inquiry@interphexpuertorico.com



October 15 - 16, 2015
Puerto Rico Convention Center
San Juan, PR

Welcome to the 2015 Interphex Puerto Rico, Medical Device Puerto Rico

Dear Exhibitor:

Inclusive Management Services, Inc. (IMS) is pleased to have been selected to serve as General Services Contractor(s) for the Interphex Puerto Rico, Medical Device Puerto Rico, 2015

The following pages contain all of the forms necessary to aid and insure a successful event. If you don't see what you need, or if you have questions, call us. We're here to help!

Please note: Even if you are not ordering furnishings, each exhibitor is required to have an IMS completed Payment Policy on file in order to have materials delivered to your booth.

This section contains the necessary information and forms for service we provide, such as rental furnishings, carpet, custom rental units, material handling, and I & D labor. For any services you require please print and fill out the necessary forms and return to the contractors' fax number designated on the form, along with the completed Payment Policy form.

We look forward to a successful event and please don't hesitate to contact your customer service representative at (817) 337-3050, should you have any questions.

Sincerely,

Inclusive Management Services, Inc.



Inclusive Management Services strongly recommends that you familiarize yourself with all the information included in this Exhibitor Service Manual. The information will benefit you as to certain procedures to insure a successful event. However, in order to expedite this process there are links to the listed pages below. Just click on the desired page and it will take you directly to that section in this manual.

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- [Custom Furniture Brochure](#)
- [Shipping Helpful Hints](#)
- [Inbound Freight Procedures](#)
- [Freight Routing Form](#)
- [Freight Questionnaire](#)
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- [Warehouse Shipments](#)
- [Shipping Labels Warehouse](#)
- [Direct Shipments to the Convention Facility](#)
- [Shipping Labels Convention Facility](#)
- [Outbound Shipping Form \(Labels\)](#)
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- [Internet](#)

Inclusive Management Services, Inc. is proud to be your Exposition Management team for this event.
The following is important information and dates to keep at hand:

Official General Contractor

Inclusive Management Services, Inc.
12917 Royal Ascot Drive
Fort Worth, TX 76244
Phone 817-337-3050
Fax 888-301-1273
service@inclusivemanagement.com

General Show Information

Aisle Carpet: See Show Color Page
Show Colors: See Show Color Page
Ceiling Height: 30'
Booth Size: 10' x 10'

Each 10 x 10 Booth Includes

- Backwall Drape
- 3' (h) Dividers
- 7" x 44" Booth ID Sign

IMPORTANT DATES

Sept. 14, 2015	Shipments may begin to arrive at warehouse
Sept. 18, 2015	All Non-Official/Intent to Use Non Official Contractor Forms due along with insurance certificate. Fax these forms to: 888-301-1273
Sept. 23, 2015	Discount Deadline for orders received with payment
Oct. 9, 2015	Last day for Advance Shipments to arrive at the warehouse without surcharges
Oct. 14, 2015	Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM

EVENT SCHEDULE

Wednesday, October 14

Exhibit Move In	8:00 AM - 5:00 PM
Service Desk	7:30 AM - 5:00 PM

Thursday, October 15

Exhibit Move In	8:00 AM - 11:00 AM
Exhibit Hours	2:00 PM - 8:00 PM
Service Desk	7:30 AM - 5:00 PM

Friday, October 16

Exhibit Hours	2:00 PM - 7:00 PM
Exhibit Move Out	7:00 PM - 10:00 PM
Service Desk	9:00 AM - 10:00 PM

Saturday, October 17

Exhibit Move Out	8:00 AM - 5:00 PM
Service Desk	7:30 AM - 5:00 PM

PLEASE NOTE:

All booth materials must be packed and ready for shipment by 1:00 PM on Saturday, October 17, 2015.
Exhibitor is responsible for contacting their carrier.

All carriers must check in by 1:00 PM on Saturday, October 17, 2015.

IMS reserves the right to force and/or re-route any freight not removed from the floor
by 1:00 PM on Saturday, October 17, 2015

Show Colors

INTERPHEX AREA

Aisle carpet - Red
Booth Carpet - Gray
Table Skirt - Gray
Back Drape - Red
Side Rails - Red

MEDICAL DEVICE AREA

Aisle Carpet - Blue
Booth Carpet - Gray
Table Skirt - Gray
Back Drape - Red
Side Rails - Red

Alternate Carpet or Draped Table Color Selection Form

This option does NOT apply if you have ordered a Basic Package or a Space Only Package

If you have purchased a Basic Plus or Enhanced Package

Your booth comes furnished with:

Carpet, one six-foot draped table, two chairs, and a 500 watt outlet to run your Lead Retrieval unit. This option is offered to exhibitors who ordered a package for a **10 x 10, 10 x 15, 10 x 20 or 10 x 30**. If your booth is larger than these and/or you did not purchase the package offered please disregard this form.

See Show Color Page 5 for Default Colors for your Area

If you would prefer alternate carpet or draped table color selections, please mail or fax this order form along with your order to:

IMS, Inc.

Phone: 817-337-3050 Fax: 888-301-1273

12917 Royal Ascot Drive

Fort Worth, TX 76244

Carpet Color (choose one):

☐ Black ☐ Blue ☐ Red ☐ Gray

Table Drape Color (choose one):

☐ Black ☐ Blue ☐ Red ☐ Gray

Please note that your color preference must be selected and faxed to IMS no later than the Deadline Date of September 23, 2015.

If you do not request a specific color your show colors will be used.

Please note: The carpet we provide is Classic Carpet. If you prefer Custom Cut carpet, or carpet padding these are additional costs that need to be incurred by you, the exhibitor. Contact IMS, Inc., directly at the above number if you are interested in upgrading your carpet, or check this box when you fax your order to IMS, Inc. and a representative will contact you to discuss the carpet upgrade.

Fax form to **888-301-1273** along with completed payment policy



DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual.
Please be sure that the address below matches the address for the credit card provided
or it will be declined and we will need you to resubmit payment with a different card.

Credit Card Authorization

☐ MasterCard ☐ VISA ☐ American Express

☐ Corporate ☐ Personal

EXPIRATION DATE

ACCOUNT NUMBER

SECURITY CODE

X

Card Holders Name - Please Print

Card Holders Signature (Required for Processing)

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

E-Mail Address

E-Mail Address to send Invoice

EXHIBITING FIRM: _____

*** Your order will not be processed
without a credit card on file.**

RETURN ORDERS TO ADDRESS OR FAX NUMBER
BELOW:

IMS, Inc.
12917 Royal Ascot Drive,
Fort Worth TX 76244

Phone: 817-337-3050
Fax: 888-301-1273

*** The following Terms & Conditions page
must be completed, initialed, and
accompany this Payment Policy for any
order to be processed**

*For your convenience we will use this authorization
to charge the above credit card for your advance
order(s) and show site orders including but not
limited to material handling and labor. If you should
incur any charges due to but not limited to damage
to the hall we will use this card to cover the charges.
Please complete this form and send in with your
order.*



DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

PLEASE READ CAREFULLY: *And complete the bottom section including initials*

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check, or bank transfers. Purchase Orders are not considered payment. All payments must be made in US Funds drawn on a U.S. Bank

Chargebacks – there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

Insufficient Funds - there will be a \$35.00 fee on all returned checks

Wire Transfer— Please contact our office for wire transfer information 817-337-3050 ext. 5. A \$25.00 Fee will be applied to all Wire Transfers

***Third Party Billing**—*Each exhibiting firm is ultimately responsible for all charges incurred on its behalf.* IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

*If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show. **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check or bank wire transfer; however, **we require your credit card charge authorization to be on file with IMS.** You agree to late fees up to 1.5% per month on any balance left without appropriate card on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.*

Initials of authorized signature from Payment Policy Authorization Form _____

IMPORTANT: any unauthorized representatives wishing to place an order at show site must provide a personal credit card

Will your representative be authorized to order additional equipment and comply with above payment policy?
Yes _____ No _____

If yes state the name of the representative _____

Company Name _____

Booth # _____



1. IMS and its contractors shall not be liable for damage, loss, or delay to uncrated freight improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by IMS or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that IMS and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are IMS and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to IMS or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.

3. IMS and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to IMS in time to obtain the proper equipment.

4. IMS and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

5. IMS and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

6. It is understood that IMS and its contractors are not insurers. Insurance if any, shall be obtained by the Exhibitor. Amounts payable by IMS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's

property. It is further understood and agreed that IMS and its contractors do not provide for full liability should loss or damage occur. In the event that IMS or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by IMS, its contractors or their employees.

7. IMS and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

8. Claims for loss or damage must be submitted to IMS by the close of the show. No suite or action shall be brought against IMS or its contractor more than one year after the cause of action accrues.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that IMS and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of IMS or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that IMS or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. IMS and its contractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipment will be delivered

to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the IMS Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and IMS and its contractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, IMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await exhibitor's shipping instructions, and the exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. IMS assumes no liability as a result of such rerouting or handling.

13. The Exhibitor agrees, in the event of a dispute with IMS or its contractors relative to any loss or damage to any of the Exhibitor will not withhold payment in any amount due to IMS for freight handling services or any other services provided by IMS or its contractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay IMS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against IMS or its contractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.

15. No credit or refund will be issued close of event.

16. Consignment of shipments to IMS, Inc. and/or acceptance of shipments by IMS, Inc. shall constitute an agreement of all terms & conditions set forth in this manual.



I have read and agree to this Limits of Liability:

Signature of authorized personnel

Company Name

Booth #

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Inclusive Management Services, Inc., IMS, no later than the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
2. The Non-Official Contractor must provide IMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
3. Failure to provide IMS with items 1 and/or 2 above will result in said firms being required to hire installation and dismantling labor from IMS. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the Show Office.

Notification Deadline Date: SEPTEMBER 18, 2015

EXHIBITING FIRM: _____ BOOTH # _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

FULL NAME OF NON-OFFICIAL CONTRACTOR: _____

COMPLETE ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

NON-OFFICIAL CONTRACTOR "SHOW-SITE" REPRESENTATIVE (If not the same as above): _____

DIRECT PHONE NUMBER: _____

TYPE OF SERVICE TO BE PERFORMED: _____

Please fax form to 888.301.1273 by the deadline stated on this form



Notification Deadline Date: SEPTEMBER 18, 2015

Inclusive Management Services, Inc. IMS, has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A Non-Official Contractor Is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibitor Crew" badge at the Show Office. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Contractor he/she must be accompanied to the Show Office by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance and work rules.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to IMS no later than SEPTEMBER 18, 2015

- INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Inclusive Management Services, Inc. as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.) **When submitting your insurance certificate, the name and booth # of your company must be referenced on the certificate or it will be void.**

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO IMS BY SEPTEMBER 18, 2015, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM IMS.



Notification Deadline Date: SEPTEMBER 18, 2015

IMS will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form.
2. The payment record of the third party must be acceptable to IMS. Also, the charge card information must be completed and submitted to IMS as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

EXHIBITING FIRM: _____ BOOTH # _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE: _____

DISPLAY HOUSE NAME/THIRD PARTY PAYER: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER _____ EMAIL _____

ITEMS TO BE BILLED TO THIRD PARTY: _____

Specify Material Handling, Furnishings, etc. or ALL. If no specific items are listed ALL charges will be billed to the below credit card.

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual. Please be sure that the address below matches the address for the credit card provided or it will be declined and we will need you to resubmit payment with a different card.

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

Card Holders Name - Please Print

Card Holders Signature (Required for Processing)

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

EEmail Address

EEmail Address to send Invoice

All information must be provided for order to be processed.

☐ MasterCard ☐ VISA ☐ American Express ☐ Corporate ☐ Personal

Fax form to **888-301-1273** along with completed payment policy



Notification Deadline Date: SEPTEMBER 18, 2015

PLEASE READ

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check or bank transfers. Purchase Orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Chargebacks—there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

Insufficient Funds - there will be a \$35.00 fee on all returned checks

Wire Transfer— Please contact our office for wire transfer information 817-337-3050 ext. 5. If you have any questions A \$25.00 Fee will be applied to all Wire Transfers

regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or wire transfer; however, we require your credit card charge authorization to be on file with IMS..

Third Party Billing—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

Authorized Signature of Credit Card Provided _____ Date _____

Exhibiting Firm: Booth # _____



October 15 - 16, 2015
Puerto Rico Convention Center
San Juan, PR

Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. Make checks payable to Inclusive Management Services, Inc.. **Orders with payment received after the Deadline Date will be charged showsite prices.**

TO SUBMIT FORMS TO Inclusive Management Services, INC., we suggest the following procedure:

- A. Complete the necessary Inclusive Management Services, Inc. forms and calculate the cost of each order
- B. Review and fill out the PAYMENT POLICY carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT A COMPLETED CREDIT CARD AUTHORIZATION FORM ON FILE.**
- C. Complete the COST CALCULATION WORKSHEET.
- D. For your files, make a photocopy of all the Inclusive Management Services, Inc. order forms prior to submitting completed forms to IMS.

Fax or mail this set of documents to:

Inclusive Management Services, Inc.
12917 Royal Ascot Drive
Fort Worth, Texas 76244
Phone (817) 337-3050
Fax (888) 301-1273

FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS

(Internet/telecommunications, photography service, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

FOR ORDERS SUBMITTED AFTER THE DEADLINE DATE

If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions after the deadline date. Note that these will be charged at the showsite rates.

FOR SHOW SITE ORDERS

Simply order from Inclusive Management Services, Inc. staff at the Customer Service Center on the Exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by credit card will be required at the Customer Service Center for all show site orders.



DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

SEATING & ROUND TABLES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Padded Side Chair	\$57.75	\$75.00	
	Padded Arm Chair	\$65.75	\$85.50	
	Pneumatic Task Chair	\$112.25	\$145.95	
	Padded Counter Stool	\$119.50	\$155.25	
	Directors Chair (20")	\$70.25	\$91.25	
	Directors Chair (30")	\$119.50	\$155.25	
	Round Pedestal Table 30" H x 36" W Black or White	\$120.00	\$156.00	
	Round Pedestal Table 40" H x 36" W Black or White	\$155.00	\$198.00	
	Round Bistro Table 30"H x 30"W Black or White	\$115.50	\$150.25	
	Round Bistro Table 40"H x 30"W Black or White	\$126.25	\$164.25	

ACCESSORIES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Cocktail Table 18"H SM	\$79.25	\$103.00	
	Cocktail Table 18" H LG	\$89.25	\$116.00	
	22" x 28" Sign Frame	\$78.75	\$102.50	
	1 Sided Literature Stand	\$99.75	\$129.75	
	2 Sided Literature Stand	\$99.75	\$129.75	
	Free Standing Poster Board	\$120.00	156.00	
	Bag Stand	\$73.50	\$95.50	
	Tri Pod Display Easel	\$50.25	\$65.25	
	Garment Rack	\$49.00	\$63.75	
	Wastebasket	\$19.00	\$24.75	

SKIRTED DISPLAY TABLES (30" - 42"High)

Check color choice: ☐ Gold ☐ Green ☐ Teal ☐ Red

☐ Black ☐ Blue ☐ Silver ☐ White ☐ Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$93.75	\$122.00	
	4' Long 42" High	\$117.00	\$152.00	
	6' Long 30" High	\$120.25	\$156.25	
	6' Long 42" High	\$145.75	\$189.50	
	8' Long 30" High	\$145.75	\$189.50	
	8' Long 42" High	\$167.75	\$218.00	

UNSKIRTED DISPLAY TABLES (30" - 42"High)

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$82.50	\$107.25	
	4' Long 42" High	\$99.00	\$128.75	
	6' Long 30" High	\$93.50	\$121.50	
	6' Long 42" High	\$110.00	\$143.00	
	8' Long 30" High	\$110.00	\$143.00	
	8' Long 42" High	\$126.50	\$164.50	

ADDITIONAL DRAPERY

Check color choice: ☐ Gold ☐ Green ☐ Teal ☐ Red

☐ Black ☐ Blue ☐ Silver ☐ White ☐ Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4th Side Draped	\$51.25	\$66.75	
	3' Linear	\$11.50	\$15.00	
	8' Linear	\$17.00	\$22.00	

TOTAL \$ _____

EXHIBITOR NAME: _____

BOOTH #: _____

the Basics...

Standard Furnishings* from

IMS | **INCLUSIVE**
Management Services

Frame: Chrome
Fabric: Black



[101]

Padded Side Chair

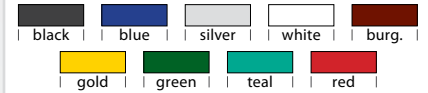
Base: Black
Fabric: Black



[108]

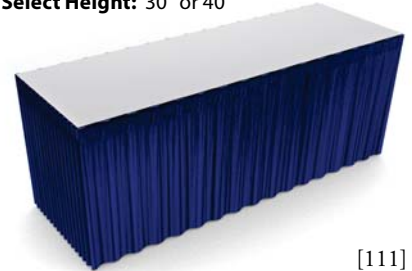
Pneumatic Task Chair

Select Skirt Color: (to be filled out on order form)



Select Length: | 4ft. | 6ft. | 8ft. |

Select Height: 30" or 40"



[111]

Skirted Display Table

Frame: Chrome
Fabric: Gray



[102]

Padded Arm Chair

Frame: Black
Fabric: Black



[109]

20" Director's Chair

Base: Chrome
Surface: White or Black



[104/105]

30" Tall x 36" Round Pedestal Table
40" Tall x 36" Round Pedestal Table

Frame: Chrome
Fabric: Gray



[103]

Padded Counter Stool

Frame: Black
Fabric: Black



[110]

30" Director's Chair

Base: Chrome
Surface: White or Black



[106/107]

30" Tall x 30" Round Bistro Table
40" Tall x 30" Round Bistro Table

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Side items...

Standard Accessories* from



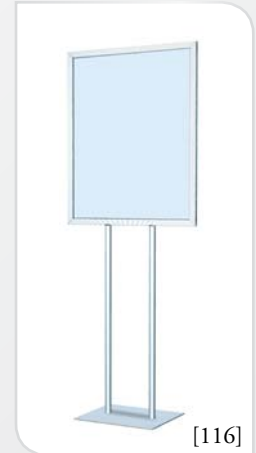
2-Sided Literature Stand



1-Sided Literature Stand



Tri-Pod Display Easel



22" x 28" Sign Frame



Wastebasket w/ Liner



Bag Stand



Garment Rack



Free-Standing Poster Board (2-Sided)



18" High Cocktail Table - LARGE - (18" x 28")
18" High Cocktail Table - SMALL - (18" x 18")

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

RECEPTION COUNTERS

Check color/fabric choice

Standard ☐ White ☐ Black ☐ Gray
Special Color ☐ Blue ☐ Green ☐ Red
Special Fabric ☐ Gray Fabric ☐ Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half Round Counter Standard Color	\$450.00	\$585.00	
	Half Round Counter-Special Color	\$550.00	\$715.00	
	Half Round Counter-Special Fabric	\$550.00	\$715.00	

1 METER SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$325.00	\$395.00	
	Full View	\$325.00	\$395.00	

2 METER SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$375.00	\$450.00	
	Full View	\$375.00	\$450.00	

SYSTEM DISPLAY PEDESTALS

☐ White ☐ Black

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30 in H x 1/2 Meter Square	\$275.00	\$357.50	
	42 in H x 1/2 Meter Square	\$325.00	\$422.50	

COUNTER STORAGE UNITS (CREDENZA'S)

Check color/fabric choice

Standard ☐ White ☐ Black ☐ Gray
Special Color ☐ Blue ☐ Green ☐ Red
Special Fabric ☐ Gray Fabric ☐ Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Storage Unit Standard Color	\$325.00	\$422.50	
	Storage Unit Special Color	\$425.00	\$552.50	
	Storage Unit Special Fabric	\$400.00	\$520.00	
	2M Storage Unit Standard Color	\$460.00	\$598.00	
	2M Storage Unit Special Color	\$560.00	\$728.00	
	2M Storage Unit/Special Fabric	\$535.00	\$695.00	

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

TOTAL \$ _____

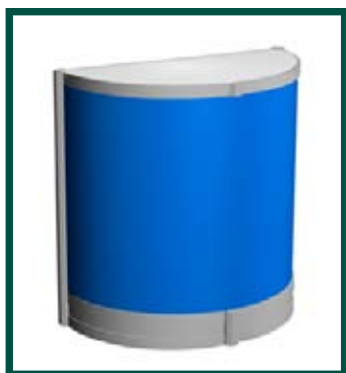
EXHIBITOR NAME: _____
BOOTH #: _____

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SHOWCASES & STORAGE UNITS



Half Round Reception Counter
41"(w) x 22"(d) x 40"(h)



System Display Pedestals



Storage Unit - Credenza
40"W x 21.5"D x 39"T

System Display Pedestals

*Subject to availability - sizes vary
Contact your CSR with inquires.*

Standard Colors



White



Black



Gray

Special Colors



Blue



Green



Red

Special Fabrics



Gray Fabric



Black Fabric



Full View Showcase
1M 41"(w) x 22"(d) x 40"(h)
2M 80"(w) x 22"(d) x 40"(h)

Showcases available in
1M and 2M lengths.



Half View Showcase
1M 41"(w) x 22"(d) x 40"(h)
2M 80"(w) x 22"(d) x 40"(h)

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

CLASSIC CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check color choice: ☐ Blue ☐ Gray ☐ Burgundy ☐ Teal ☐ Red ☐ Black ☐ Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	9 ft. x 10 ft.	\$123.25	\$141.75	
	9 ft. x 20 ft.	\$216.75	\$249.25	
	9 ft. x 30 ft.	\$321.95	\$370.25	
	9 ft. x 40 ft.	\$360.50	\$414.50	

SPECIAL CUT CARPET - Minimum Order is 100 Square Feet (Choose from above colors)

Check color choice: ☐ Blue ☐ Gray ☐ Burgundy ☐ Teal ☐ Red ☐ Black ☐ Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	per sq. ft. ____ x ____	\$3.00 sq.ft.	\$3.75 sq.ft.	

CUSTOM CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental. Carpeting is 30oz. Stain-resistant Zeffron Nylon.

Other colors may be available; please call 817.337.3050 for additional colors and prices.

☐ Cobalt ☐ Charcoal ☐ Navy ☐ Platinum ☐ Mocha ☐ Ivory ☐ Emerald
☐ Coffee ☐ Pewter ☐ Terra Cotta ☐ Sapphire ☐ Onyx ☐ Beige ☐ Red Wine

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quote will be forwarded to you before we proceed.

CUSTOM CARPET COLOR (Check color above and put square footage here)

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$3.75/per SQ.FT. \$ _____
 After discount deadline @ \$4.75/per SQ.FT.

CUSTOM CARPET RENTAL PRICE order includes installation, poly covering and removal.

CARPET PADDING order includes installation and disposing of padding.

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$1.00 SQ. FT. \$ _____

CARPET VISQUEEN ORDER includes installation of Visqueen

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$0.65 SQ. FT. \$ _____

Dont forget to order foam padding for added comfort and that enticing, luxurious feel..

EXHIBITOR NAME: _____

BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy

TOTAL \$ _____

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.



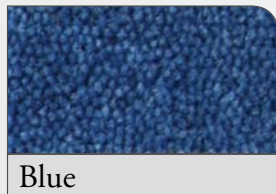
Ground Level...

Carpet Options & Colors*

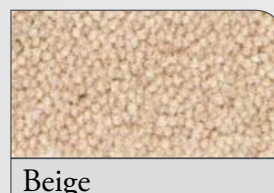
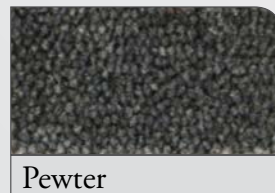
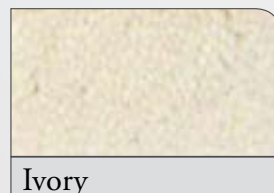
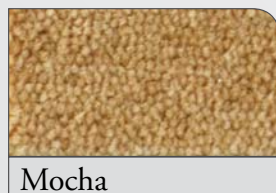
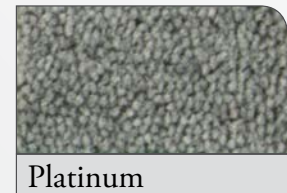


Our Classic (16oz.) & Custom (30oz.) carpet is inspected prior to shipping to show site to ensure top quality of any re-purposed carpet. Special cut sizes are available upon request. Please refer to order form for pricing, which includes delivery, installation and removal. Don't forget to order padding... attendees and staff will thank you for it!

Classic Carpet (16oz.)



Custom Carpet (30oz.)



* Actual colors may vary due to variations in computer display technology, lighting and dye lots. Swatches should not be used for exact color matching purposes. Don't see a color you are looking for? We may be able to help. Call our customer service department to see what other color options may be available.

MODULAR RENTAL BOOTH

Special Offer

IMS is proud to offer this Event Exclusive opportunity to enhance your company's booth space

Standard Modular Rental Booth



Standard Modular Rental Booth includes:

- White Hardwalls + Counter
- 1 - Fascia (with Company Name)
- Carpet (in Classic Carpet Color Options)
- Installation & Dismantling

It is now time to consider the many *graphic options* and *upgrades* that will take your stand to the **NEXT LEVEL!**

To further enhance your booth space you can transform your *Standard Modular Rental Booth* into...

... *a high-impact, eye-popping stand that demands attention!*

Upgraded Modular Rental Booth

Upgraded Modular Rental Booth includes:

- FULL Graphics Package as pictured (3) back-wall panels, (2) back-wall returns, (1) credenza front & (2) credenza sides
- (1) 36"(w) x 30"(h) Bistro Table
- (4) Padded Arm Chairs
- (1) 5-Pocket Literature Stand
- (3) Halogen Arm Light for back-wall
- Carpet (in Classic Carpet Color Options)
- Padding
- Installation & Dismantling

Artwork must be submitted in Print Ready Files.
Please refer to the Preferred Formats for Incoming Graphics page.



If you do not need all the upgrades, and only need to order graphics for your rental booth, you can order these a-la-carte as needed.
Contact your CSR for options and pricing.

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

STANDARD MODULAR	DISCOUNT PRICE	STANDARD PRICE
Modular 10 (10 x 10 Space)	\$1,100.00	\$1,430.00
Modular 15 (10 x 15 Space)	\$1,600.00	\$2,080.00
Modular 20 (10 x 20 Space)	\$1,900.00	\$2,470.00

Package Does Not Include:
Exhibitor is responsible for
ordering electrical outlet.

UPGRADED MODULAR	DISCOUNT PRICE	STANDARD PRICE
Modular 10 (10 x 10 Space)	\$1,800.00	\$2,340.00
Modular 15 (10 x 15 Space)	\$2,300.00	\$2,990.00
Modular 20 (10 x 20 Space)	\$3,400.00	\$4,420.00

For Upgraded Modular graphics
please contact your CSR for panel
sizes and how to submit art files

Please Complete The Following:

Model Name: _____

Font Style: ☐ Futura ☐ Humanist ☐ PosterBodoni ☐ Times New Roman ☐ Other

Font Color: ☐ Black ☐ Blue ☐ Red ☐ Green ☐ Burgundy ☐ Teal

Carpet Color ☐ Black ☐ Blue ☐ Red ☐ Grey ☐ Hunter Green

Identification Sign to Read: _____

Indicate Date & Time of Arrival: _____

Terms and Conditions *Must be signed for order to process*

- *Payment may be made by check up to two weeks prior to the show opening.
- *All orders received after the Deadline Date will be processed at the After Deadline Price.
- *Exhibitor is responsible for all items for the duration of the show.
- *Charges are for rental of equipment only. All items remain the property of IMS.
- *No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- *IMS is not responsible for exhibit materials left in IMS rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with IMS.

Signature _____

Date _____

All other sizes available upon request. Please contact your CSR for quote

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy

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DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

MODEL NUMBER	DISCOUNT PRICE	STANDARD PRICE
Model #1	\$2,090.00	\$2,725.00
Model #2	\$2,420.00	\$3,150.00
Model #4	\$4,290.00	\$5,575.00
Model #5.	\$4,950.00	\$6,435.00

Package Includes:

- Installation & Dismantling
- Choice of Carpet Color
- Company ID Sign
- 2 stem lights per 10' unit

Package Does Not Include:
Exhibitor is responsible for ordering electrical outlet.
This is not included in the package.
Any furnishings; tables, chairs, etc. on the Options Pages.

Please Complete The Following:

Model Number: _____

Font Style: ☐ Futura ☐ Humanist ☐ PosterBodoni ☐ Times New Roman ☐ Other

Font Color: ☐ Black ☐ Blue ☐ Red ☐ Green ☐ Burgundy ☐ Teal

Carpet Color ☐ Black ☐ Blue ☐ Red ☐ Grey ☐ Hunter Green

Hardwall Panel Color: ☐ White ☐ Blue ☐ Green ☐ Gray ☐ Red

Fabric Walls check here ☐ Gray ☐ Black

Hardwall Panel Color/Fabric Choices (*back panels only*)

Panel 1 _____ Panel 2 _____ Panel 3 _____ Panel 4 _____ Panel 5 _____ Panel 6 _____

Identification Sign to Read: _____

Indicate Date & Time of Arrival: _____

ALL PANELS COME STANDARD WHITE - COLOR AND/OR FABRIC ADDITIONAL COST PER PANEL

Terms and Conditions. Must be signed for order to process

- *Payment may be made by check up to two weeks prior to the show opening.
- *All orders received after the Deadline Date will be processed at the After Deadline Price.
- *Exhibitor is responsible for all items for the duration of the show.
- *Charges are for rental of equipment only. All items remain the property of IMS.
- *No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- *IMS is not responsible for exhibit materials left in IMS rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with IMS.

Signature _____

Date _____

TOTAL \$ _____

For a specially designed unit please contact our Customer Service Department at:

817-337-3050

EXHIBITOR NAME: _____

BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



CUSTOM RENTAL UNITS



Model 1

Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



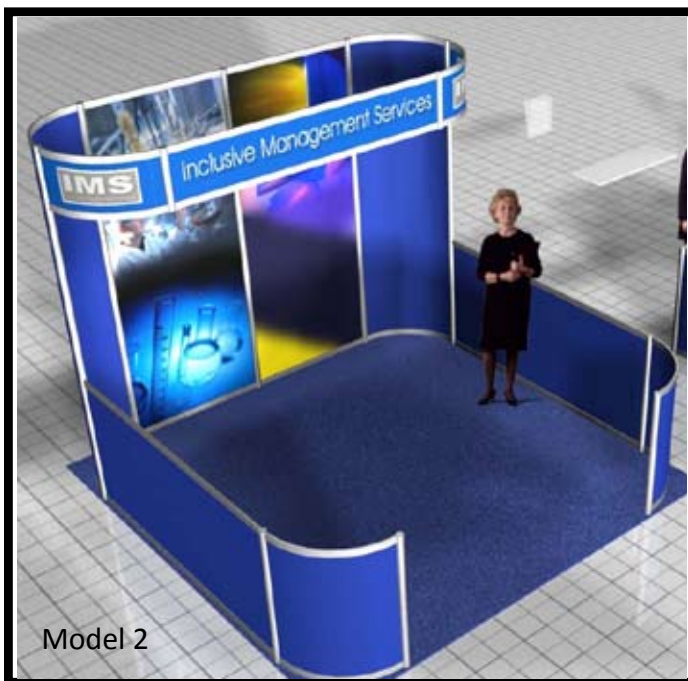
Red



Gray Fabric



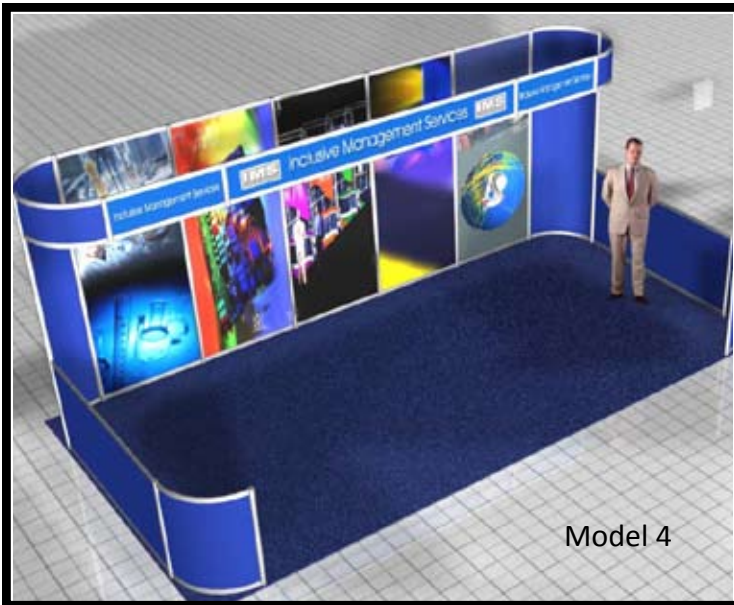
Black Fabric



Model 2



CUSTOM RENTAL UNITS



Model 4

Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



Red



Gray Fabric



Black Fabric



Model 5

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

LOUNGE, ARM & ACCENT CHAIRS

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SBC01	Barcelona Chair	Black	\$178.55	\$232.12		
SBC02	Barcelona Chair	White	\$178.55	\$232.12		
SGMA01	Grand Modele Armchair	Black	\$125.00	\$162.50		
SGMA02	Grand Modele Armchair	White	\$125.00	\$162.50		
SDAC	Demask Accent Chair	n/a	\$111.00	\$144.30		
SAAC01	Antique Arm Chair	Black	\$252.75	\$328.58		
SAAC02	Antique Arm Chair	White	\$252.75	\$328.58		
SBCC01	Bicast Chair	Black	\$179.25	\$233.03		
SBCC02	Bicast Chair	White	\$179.25	\$233.03		
SMCC01	Modern Club Chair	White	\$130.25	\$169.33		
SMCC02	Modern Club Chair	Orange	\$130.25	\$169.33		
SMCC03	Modern Club Chair	Navy	\$130.25	\$169.33		
SBSC	Bucketeer Swivel Chair	White	\$154.75	\$201.18		
SPA01	Petalo Armchair	Orange	\$83.00	\$107.90		
SPA02	Petalo Armchair	Red	\$83.00	\$107.90		
SLSA	Lippa Swivel Armchair	Black	\$97.00	\$126.10		
SCSC01	Contemporary S-Chair	Black	\$42.50	\$55.25		
SCSC02	Contemporary S-Chair	White	\$42.50	\$55.25		
SCWS	Classic Wood Sidechair	Wood Tone	\$40.00	\$52.00		
SRS01	Retro Sidechair	White	\$35.00	\$45.50		
SRS02	Retro Sidechair	Green	\$35.00	\$45.50		
SRS03	Retro Sidechair	Orange	\$35.00	\$45.50		

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



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DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

COUNTER & BARSTOOLS

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SCTB01	Cushion Top Backless Barstool	White	\$56.75	\$73.78		
SCTB02	Cushion Top Backless Barstool	Black	\$56.75	\$73.78		
SMBB	Metallic Back Barstool	Silver Aluminum	\$50.00	\$65.00		
SLDS	Leather Drum Seat	Black	\$69.00	\$89.70		
SVRB	Vintage Round Barstool	Black with Chrome	\$40.00	\$52.00		
SWB01	Waterfall Barstool	Red	\$72.00	\$93.60		
SWB02	Waterfall Barstool	Orange	\$72.00	\$93.60		
SMB01	Metropolitan Barstool	White	\$57.00	\$74.10		
SMB02	Metropolitan Barstool	Red	\$57.00	\$74.10		
SBB	Bombo Barstool	White	\$52.00	\$67.60		
SBSB	Barbershop Barstool	Chocolate	\$72.00	\$93.60		
SSSB	Salon-n-Spa Barstool	Clear	\$72.00	\$93.60		
SWB	Wireframe Barstool	White with Chrome	\$76.50	\$99.45		
SSD	Spindle Drum	White	\$76.50	\$99.45		
SSBB	Swivel Back Barstool	White	\$72.00	\$93.60		

CASUAL BENCH STYLE SEATING

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SIB	Illuminated Bench	White Acrylic	\$258.00	\$335.40		
SCB	Curved Bench	White	\$230.00	\$299.00		
SSB	Square Bench	White	\$326.25	\$424.13		
SECB	Sectional Bench	Red	\$195.00	\$253.50		
SAB	Accent Bench	White	\$174.00	\$226.20		
SHR	Half-Round Seat	Black	\$160.00	\$208.00		
SFM	Full Moon Seat	White	\$300.00	\$390.00		
SMS01	Moon Seat with backs	White	\$370.00	\$481.00		
SMS02	Moon Seat with backs	Black	\$370.00	\$481.00		

EXHIBITOR NAME: _____

BOOTH #: _____

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DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

VERSATILE SOFA SELECTIONS

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SQR01	Quarter Round Sofa	White	\$370.00	\$481.00		
SQR02	Quarter Round Sofa	Black	\$370.00	\$481.00		
SZB	Z-Button Sofa	Black	\$272.00	\$353.60		
SIS	Illuminated Sofa	Acrylic/Fabric	\$293.00	\$380.90		
SRS	Rocco Sofa	White	\$293.00	\$380.90		
SRB	Rounded Button Sofa	White	\$644.75	\$838.18		
SVB	Velvet Button Sofa	Red	\$755.00	\$981.50		
SAB01	A-Button Sofa	Red	\$220.00	\$286.00		
SAB02	A-Button Sofa	White	\$220.00	\$286.00		
SCS	Circles Sofa	Red-White Pattern	\$300.00	\$390.00		
SGM01	Grand Modele Sofa	Black	\$335.00	\$435.50		
SGM02	Grand Modele Sofa	White	\$335.00	\$435.50		
SGM03	Grand Modele Sofa	Gray	\$335.00	\$435.50		
SBS	Red Button Sofa	Red	\$293.00	\$380.90		
SCWS	Classic White Sofa	White	\$356.00	\$462.80		

LOVESEATS & SOFA VARIANTS

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SCBBL	Classic Button Back Loveseat	Red	\$230.00	\$299.00		
SREL	Rounded Edges Loveseat	Black	\$230.00	\$299.00		
S2BL	2-Button Back Loveseat	White	\$230.00	\$299.00		
SFRB	Forte Red and Black	Red-Black Pattern	\$202.00	\$262.60		
SIO	Illuminated Ottoman	White Acrylic	\$114.50	\$148.85		
SRO01	Round Ottoman	Black	\$83.00	\$107.90		
SRO02	Round Ottoman	White	\$83.00	\$107.90		
SRO03	Round Ottoman	Red	\$83.00	\$107.90		
SCO01	Cube Ottoman	Black	\$83.00	\$107.90		
SCO02	Cube Ottoman	White	\$83.00	\$107.90		
S4LO	4-Leg Ottoman	Brown with Beige	\$81.25	\$105.63		
SOC	Overstuffed Chair	Chocolate	\$203.75	\$264.88		

EXHIBITOR NAME: _____

BOOTH #: _____

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DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

BISTRO & COCKTAIL TABLES

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
TMPT	Modern Pub Table	White with Chrome	\$105.75	\$137.48		
TWB01	Windsome Bistro	Black	\$105.75	\$137.48		
TWB02	Windsome Bistro	White	\$105.75	\$137.48		
TSBB	Spectrum Bistro	White	\$105.75	\$137.48		
TMC	Mushroom Cocktail	White	\$91.75	\$119.28		
TWC01	Windsome Cocktail	Black	\$91.75	\$119.28		
TWC02	Windsome Cocktail	White	\$91.75	\$119.28		
TWC03	Windsome Cocktail	Clear	\$91.75	\$119.28		
TSC	Spectrum Cocktail	White	\$91.75	\$119.28		
TGC	Glass Cocktail	Glass with Chrome	\$244.00	\$317.20		
TICC	Illuminated Cocktail	Clear w/white acrylic	\$258.00	\$335.40		
TMMC	Metallic Cocktail	Aluminum Silver	\$174.00	\$226.20		

COFFEE TABLES & END TABLES

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
TBGC	Black Glass Coffee Table	Black with Chrome	\$230.00	\$299.00		
TPET	Pedestal End Table	Clear with Chrome	\$132.00	\$171.60		
TMET	Modern End Table	Black with Chrome	\$132.00	\$171.60		
TICT	Illuminated Coffee Table	White with Acrylic	\$153.00	\$198.90		
TIET01	Illuminated End Table	Black	\$130.25	\$169.33		
TIET02	Illuminated End Table	White	\$130.25	\$169.33		
TIET03	Illuminated End Table	Red	\$130.25	\$169.33		
TTET	Tripod End Table	Black	\$105.75	\$137.48		
TGGC	Glass Grid Coffee Table	Clear with Chrome	\$230.00	\$299.00		
TQCC	Squared Coffee Table	White with Acrylic	\$252.75	\$328.58		
T2TE	2-Tier End Table	Frosted with Chrome	\$69.00	\$89.70		
TAET	Acrylic End Table	Clear	\$81.25	\$105.63		

EXHIBITOR NAME: _____

BOOTH #: _____



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DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

BARS, COUNTERS & CONFERENCE TABLES

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
TICC	Illuminated Cubed Counter	Muilti Colored Cubes	\$387.50	\$503.75		
TIFC	Illuminated Face Counter	White with Acrylic	\$693.75	\$901.88		
TICCT	Illuminated Conference Table Large	White with Acrylic	\$448.75	\$583.38		
TICTS	Illuminated Conference Table (small)	White with Acrylic	\$375.00	\$487.50		
TITC	Illuminated Topper Counter	White with Acrylic	\$448.75	\$583.38		
TCBF	Curved Button Face	White with Acrylic	\$693.00	\$900.90		
BCC	Classic Counter (dry bar)	Cherry Wood Tone	\$440.00	\$572.00		
BBD01	Button Face (fabric dry bar)	Black	\$440.00	\$572.00		
BBD02	Button Face (fabric dry bar)	Red	\$440.00	\$572.00		
BBF01	Button Face (dry bar)	Black	\$370.00	\$481.00		
BBF02	Button Face (dry bar)	Red	\$370.00	\$481.00		

EXHIBITOR NAME: _____ BOOTH #: _____

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DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Lounge, Arm & Accent Chairs



You can liven up any event or display with our premium selection of seating options...

Barcelona Chair

Colors: Black / White
Dims*: 30"L 31"D 35"H



Grand Modele Armchair

Colors: Black / White
Dims*: 30"L 27.5"D 26"H



Demask Accent Chair

Colors: demask pattern
Dims*: 30"L 27.5"D 26"H



Antique Arm Chair

Colors: Black / White
Dims*: 30"L 30"D 38"H



Bicast Chair

Colors: Black / White
Dims*: 26"L 26"D 35"H



Modern Club Chair

Colors: White / Orange / Navy
Dims*: 30"L 27"D 30"H



Bucketeer Swivel Chair

Colors: White
Dims*: 30"L 31"D 35"H



Petalo Armchair

Colors: Red / Orange
Dims*: 30"L 31"D 35"H



Lippa Swivel Armchair

Colors: Black
Dims*: 30"L 31"D 35"H



Contemporary S-Chair

Colors: Black / White
Dims*: 20"L 22"D 33"H



Classic Wood Sideshairs

Colors: wood tone
Dims*: 26"L 26"D 35"H



Retro Sidechair

Colors: White / Green / Orange
Dims*: 22"L 22"D 31"H



*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015



Counter & Bar Stools



You might as well have a seat... It is going to take you awhile to review all of your options...



Cusion Top

Colors: White / Black
Seat Height: 28"
Dims*: 28"H x 12"W



Metallic Back

Colors: Silver Aluminum
Seat Height: 30"
Dims*: 38"H x 21"W



Drum

Colors: Black
Seat Height: 24"
Dims*: 26H x 18" Dia



Vintage Round

Colors: Black w/ Chrome
Seat Height: 30"
Dims*: 30"H x 16" Dia

Waterfall

Colors: Red-Orange
Seat Height: 19-29"
Dims*: 23-33"H x 16"W



Metropolitan

Colors: White / Red
Seat Height: 19-29"
Dims*: 23-33"H x 16"W



Bombo

Colors: White
Seat Height: 19-29"
Dims*: 26-36"H x 16"W



Barbershop

Colors: Chocolate
Seat Height: 19-29"
Dims*: 23-33"H x 18"W



Salon -n- Spa

Colors: Clear
Seat Height: 19-29"
Dims*: 23-33"H x 18"W



Wireframe

Colors: White w/ Chrome
Seat Height: 30"
Dims*: 32"H x 21"W



Spindle

Colors: White
Seat Height: 24"
Dims*: 24H x 18" Dia



Swivel Back

Colors: White
Seat Height: 19-29"
Dims*: 23-33"H x 18"W

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015



Casual Bench Style Seating



Relax and unwind... You can rest easy by selecting any of our premium seating arrangements...

Illuminated Bench

Colors: White Acrylic
Dims*: 96"L 32"D 22"H



Curved Bench

Colors: White
Dims*: 84"L 33"D 22"H



Square Bench

Colors: White
Dims*: 48"L 48"D 20"H



Sectional Bench

Colors: Red
Dims*: 84"L 24"D 22"H



Accent Bench

Colors: White
Dims*: 42"L 22"D 22"H



Half-Round Set

Colors: Black
Dims*: 30"L 60"D 20"H



Full Moon Seat

Colors: White
Dims*: 60"L 60"D 20"H



Half Moon Set

Colors: White / Black / Red
Dims*: 72"L 72"D 36"H



*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015



Versatile Sofa Selections



Designed to seat more than one person, but always done with style and elegance...

Quarter Round Sofa

Colors: Black / White
Dims*: 84"L 33"D 34"H



Z-Button Sofa

Colors: Black
Dims*: 78"L 30"D 28"H



Grand Modele Sofa

Colors: Black / White / Gray
Dims*: 66"L 29"D 24.5"H



Illuminated Sofa

Colors: White Acrylic
Dims*: 56"L 28"D 32"H

Rococo Sofa

Colors: White
Dims*: 56"L 29"D 35"H



Rounded Button Sofa

Colors: White
Dims*: 78"L 30"D 28"H



*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Versatile Sofa Selections (cont.)



Sit down and stay awhile... Entice your visitors to sit back and relax in style...



Velvet Button Sofa

Colors: Red

Dims*: 78"L 30"D 28"H



A-Button Sofa

Colors: Red / White
Dims*: 30"L 30"D 38"H

Circles Sofa

Colors: Red-White Pattern
Dims*: 61"L 33"D 33"H



Grand Modele Sofa

Colors: Black / White / Gray
Dims*: 66"L 29"D 24.5"H



Red Button Sofa

Colors: Red
Dims*: 78"L 30"D 28"H



Classic White Sofa

Colors: White
Dims*: 72"L 30"D 34"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015



Loveseats and sofa variants



We're not done yet... We still have plenty more more for you to experience...



Classic Button Back

Colors: Red

Dims*: 48"L 30"D 38"H



Rounded Edges

Colors: Black

Dims*: 48"L 30"D 33"H



2-Button Back

Colors: White

Dims*: 48"L 30"D 33"H

Forte Red & Black

Colors: Red-Black Pattern
Dims*: 48"L 24"D 34.5"H



Illuminated Ottoman

Colors: White Acrylic
Dims*: 18"L 18"D 18"H



Round Ottoman

Colors: Black / White / Red
Dims*: 18"L 18"D 18"H



Cube Ottoman

Colors: Black / White
Dims*: 18"L 18"D 18"H



4-Leg Ottoman

Colors: Brown w/ Biege
Dims*: 21"L 21"D 20"H



Overstuffed Chair

Colors: Chocoalte
Dims*: 48"L 42"D 32"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Bistro and Cocktail Tables



What are you bringing to the table?... Whatever it is, we've got you covered...



Modern Pub Table
Colors: White w/ Chrome
Dims*: 32-42"H x 23.5" Dia



Windsome Bistro
Colors: White / Black
Dims*: 40"H x 20" Dia



Spectrum Bistro
Colors: White
Dims*: 40"H x 20" Dia

Mushroom Cocktail
Colors: White
Dims*: 32"H x 30" Dia



Windsome Cocktail
Colors: Black / White / Clear
Dims*: 30"H x 32" Dia



Spectrum Cocktail
Colors: White
Dims*: 30"H x 30" Dia



Glass Cocktail
Colors: Glass w/ Chrome
Dims*: 30"H x 36" Dia



Illuminated Cocktail
Colors: Clear w/ White Acrylic
Dims*: 30"H x 30" Dia



Metallic Cocktail
Colors: Aluminum Silver
Dims*: 30"H x 30" Dia

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

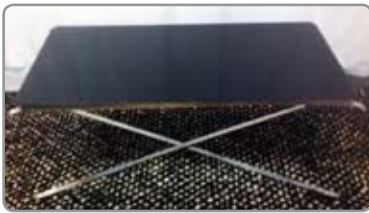
DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015



Coffee Tables & End Tables



We provide tables for any occasion... Which style do you prefer for your display?..



Black Glass Coffee

Colors: Black w/ Chrome

Dims*: 38"L 22"D 16"H



Pedestal End Table

Colors: Clear w/ Chrome

Dims*: 18"L 18"D 22"H



Modern End Table

Colors: Black w/ Chrome

Dims*: 20"L 20"D 18"H

Illuminated Coffee

Colors: White w/ Acrylic

Dims*: 62"L 36"D 18"H



Illuminated End Table

Colors: White / Black / Red

Dims*: 18"L 18"D 20"H



Tripod End Table

Colors: Black

Dims*: 18"L 18"D 20"H



Glass Grid Coffee

Colors: Clear w/ Chrome

Dims*: 50"L 24"D 18"H

Squared Coffee

Colors: White w/ Acrylic

Dims*: 48"L 48"D 18"H



2-Tier End Table

Colors: Frosted w/ Chrome

Dims*: 18"L 18"D 26"H



Acrylic End Table

Colors: Clear

Dims*: 18"L 18"D 18"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015



Bars, Counters & Conference Tables



Greeting clients?.. Serving up cocktails?.. Having a meeting?... We have the options you need...



Illuminated Cubed Counter (Mod# TICC)
Multi-Colored Cubes • 24"L 24"D 40"H* Segments



Illuminated Face (Mod# TIFC)
White w/ Acrylic • 65"L 26"D 42"H*



Illuminated Conference Table - Large
White w/ Acrylic • 72"L 36"D 34"H* (Mod# TICCT)



Illuminated Topper (Mod# TITC)
White w/ Acrylic • 48"L 24"D 40"H*



Curved Button Face (2 pictured) (Mod# TCBF)
White w/ Acrylic • 78"L 34"D 40"H*



Illuminated Conference Table - Small
White w/ Acrylic • 48"L 48"D 34"H* (Mod# TICTS)



Classic Counter (Mod# BCC)
Cherry Wood Tone • 65"L 28"D 42"H*



Button Face (Mod# BBD01/ BBD02)
Black / Red • 65"L 26"D 42"H*



Modern Conference Table (Mod# BBF01)
White • 65"L 26"D 42"H*

*Actual colors, styles and sizes may vary and will be substituted depending upon availability.

Premium Choice Furnishing Selections

HELPFUL REMINDERS ON SHIPPING

1. Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
2. Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it's return. Your company is responsible for your exhibit and product.
3. Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and **DO NOT SEND ANYTHING VIA U.S. MAIL.**
4. Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
5. While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
6. Take the extra time to ensure that your display and product are packed neatly and securely.
7. Provide General Contractor with the Freight Routing Form including the pro#/tracking # provided in the ESM in the event your shipment is lost.
8. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in **ONE** shipment. Remember, there is a 200 pound minimum charge per shipment.
10. Please be sure to obtain and complete an IMS Bill of Lading. Bills of Lading will be made available at the IMS service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor
11. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. IMS is not responsible for contacting outside carriers for pick-ups

COMMON SHIPPING MISTAKES

1. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
2. Old labels left on crates and cartons, which cause confusion.
3. Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
4. Not requesting insurance for valuable equipment. If a shipment is not marked "insured", it is basically covered for .50/lb per shipment.
5. Not giving clear instructions on how the freight is to be shipped:
 - A. not advising your carrier about your target date and time.
 - B. not including an accurate description or piece count.
 - C. not reading the exhibitor manual and shipping instructions; and
 - D. not filling out the forms properly.

**ALL FREIGHT MUST BE ACCOMPANIED BY
 A CERTIFIED SCALE TICKET**

**ALL DRIVERS MUST PROVIDE THE FOLLOWING
 INFORMATION ON THEIR BILLS OF LADING:**

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

**PIECE SUMMARIES MUST BE BROKEN INTO THE
 FOLLOWING CATEGORIES:**

1. CRATES(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

**ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE
 FREIGHT CLERK CAN ACCEPT THEM:**

WE REQUIRE A COPY OF YOUR BILLS OF LADING

**IF YOU CANNOT PROVIDE ANY
 OF THE REQUESTED
 INFORMATION, PLEASE
 CONTACT YOUR DISPATCH
 OR CHECK YOUR FREIGHT CLERK**

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Company Name: _____ Booth # _____
Origin of Shipment: _____ Carrier: _____
Shipping Date: _____ Approximate Arrival Date: _____
Total Number of Containers: _____ Total Weight of Shipment: _____
Pro # _____

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____ PREPAID COLLECT
Total Number of Containers: _____ Total Weight of Shjpmnts: _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____ PREPAID COLLECT
Street Address: _____ City: _____ State: _____ Zip: _____
Carrier: _____ Total Number of Containers: _____ Total Weight of Shjpmnts: _____

BILLING ADDRESS FOR FREIGHT CHARGES

Company Name: _____ Telephone: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Attention: _____

PLEASE NOTE: To enable our tracing delayed shipments,
please fax duplicate Bills of Lading to **888-301-1273**
along with a completed payment policy.
COLLECT SHIPMENTS WILL NOT BE RECEIVED

ALL EXHIBITORS ARE REQUIRED TO COMPLETE THIS FORM

1. Estimate total number of pieces being shipped

_____ Crated
_____ Uncrated
_____ Machinery
_____ TOTAL

2. Are you shipping to:

Direct to Site _____
Mainland Warehouse _____
PR Warehouse _____

3. Estimate total weight of shipments:

lbs. _____

4. Indicate total number of trucks in each category that you will use:

_____ Overseas Container
_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck

5. List carrier name (s):

6. If using a Customs Broker, please print name:

7. Print name of person in charge of your move-in _____:

Their phone: _____

Unloading Time Schedule - Direct Shipment Only

8. What are the least number of days required to erect your display. _____

9. What date and time are you scheduling your shipment(s) to arrive on-site?

MACHINERY EXHIBITS ONLY -

On the following sheet, please list the following: length, height and weight of each piece so that
The proper capacity of material handling equipment will be available.

10. What is the weight of the single heaviest piece that must be lifted: _____

11. Is there any special handling equipment required to unload your exhibit materials.
i.e. extended Forklift blades, special slings, lifting bars, etc?

All Standard Material Handling Charges Are Included As Part Of Your Space Rate

MATERIAL HANDLING SERVICES/RATES

1. What is Material Handling?

Material Handling (Drayage) is the process of receiving your materials or equipment, either at the warehouse in advance of the show or at show site during move in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your material back to the dock; and loading for outbound shipping.

Material Handling charges are calculated per one hundred pounds (100 pounds = 1 cwt)

Each shipment will be rounded up to the next higher cwt. (i.e. A 245 lb shipment will be counted as 3 cwt)

2. Standard Material Handling Charges

- All Material Handling (Drayage) charges for direct shipments are already included in your space rate regardless of weight or number of shipments provided your shipment/trucks check in at the Puerto Rico Convention Center by 2:00 PM on the move in days.
- **This prepaid fee also includes a one time spot of equipment and display material. Any additional rigging or booth work will be at the exhibitor's expense. Exhibitors must be in the booth in order to take advantage of the one time spot.**
- Any freight which requires assembly, unskidded, uncrated, unbolting, stacking, or special equipment for unloading (including 30,000 lb. forklifts or cranes) and anything else which makes your machinery/freight non show ready is NOT eligible for the one time spot. Additional Rigging and Material Handling charges could apply.. See Section 3 for more details.
- All outbound Material Handling is included in the space rate and no overtime charges will apply.
- Special Handling fees will only be applied in certain circumstances and they are defined below.

NOTE: Space rate includes Material Handling for the Primary Exhibitor's display material and equipment only. Any additional product or equipment is subject to additional billing. Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

3. Special Handling Fees

- Special Handling fee will apply to any inbound shipment, which arrives after 3:00 PM Monday through Friday, or any off target shipments received, Saturday or Sunday. The fee is \$15.00 per hundred weight (cwt) with a \$75.00 minimum.
- Special Handling will apply to all advanced warehouse shipments which includes:
 - 24 days storage prior to move in
 - Unloading and storage
 - Reloading and delivery to show site
 The fee is \$15.00 per cwt with a \$75.00 minimum
- **Special Handling will apply to any shipment returning to the warehouse at the conclusion of the show.**
The fee is \$15.00 per cwt with a \$75.00 minimum

RECEIVING AT ADVANCE WAREHOUSE IS AS FOLLOWS: RECEIVING FROM: **September 14 - October 9**

DESCRIPTION	PRICE PER CWT	MINIMUM
Warehouse Shipment 8:00 a.m. - 3:30 p.m. Monday - Friday		
Direct to Warehouse	\$15.00	\$75.00

DESCRIPTION	PRICE PER CWT	MINIMUM
Show Site Shipment May Begin Arriving October 14, 2015		
Direct to Convention Facility	N/C	N/C
Direct to Convention Facility Inbound OT Surcharge	\$15.00	\$75.00



EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. IMS assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.
Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum \$250 charge per round trip.

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to IMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. IMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. IMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with IMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. IMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by IMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, for re-forwarding or storage, there will be an additional charge of \$15.00 per cwt. On straight time, \$75.00 minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by IMS are insured at a value not to exceed \$0.25 per pound and is not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. However, IMS and its subcontractors are not insurers. The amounts paid to IMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

IMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. IMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

IMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to IMS by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of IMS. IMS and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted to IMS within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against IMS or its subcontractors more than one year after accrual of the cause of action thereof.

In order to expedite removal of materials from the show site, IMS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to IMS or its subcontractors by and exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.



October 15 - 16, 2015
Puerto Rico Convention Center
San Juan, PR

IT IS HIGHLY RECOMMENDED TO SHIP YOUR ITEMS TO THE WAREHOUSE

- All shipments must be sent Pre-Paid. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse beginning on September 14, 2015, last date for warehouse shipments being October 9, 2015. Such shipments must arrive between the hours of 8:00 AM and 3:30 PM Monday through Friday. No shipments will be received at the warehouse on weekends & holidays. To trace the arrival of a shipment, e-mail us at service@inclusivemanagement.com. Have pro # and carrier information included. We will call or e-mail back promptly.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

NOTE: Shipments arriving at the warehouse after the advance receiving deadline date will be charged a 30% late surcharge to the advance warehouse rates as well as charges for transport to show site.

Please label each package or crate as follows:

Show Name: Interphex 2015
To: Your Company Name & Booth
IMS, Inc./ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: Interphex 2015
IMS, Inc. /ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD ARRIVE BETWEEN
September 15, 2014 - October 10, 2014

EVENT: Interphex 2014

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: Interphex 2015
IMS, Inc. /ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD ARRIVE BETWEEN
September 14, 2015 - October 9, 2015

EVENT: Interphex 2015

CARRIER: _____

NUMBER OF PIECES: _____



October 15 - 16, 2015
Puerto Rico Convention Center
San Juan, PR

- All shipments arriving to the facility prior to October 14, 2015 shipment will be refused and returned to the local trucking terminal.
- Shipments will only be received at the show during the move-in periods indicated on page one of this section.
- As exhibitor, it is your responsibility to instruct your carrier to the proper dates and times for direct deliveries to the convention facility.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.
- Shipments received without receipts, proper freight bills or specified unit counts on their receipts or freight bills such as UPS or van lines, will be delivered to the exhibitor booth without guarantee of the piece count or condition. No liability will be assumed by IMS for such shipments.

Please label each package or crate as follows:

Show Name: Interphex 2015
To: Your Company Name & Booth #
c/o: IMS, Inc.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

**DO NOT deliver prior to October 14, 2015
Facility will refuse shipment**



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

COMPANY NAME _____ BOOTH # _____

IMS, INC.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

SHIPMENTS MAY BEGIN TO ARRIVE
October 14, 2015

EVENT: Interphex 2015

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

COMPANY NAME _____ BOOTH # _____

IMS, INC.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

SHIPMENTS MAY BEGIN TO ARRIVE
October 14, 2015

EVENT: Interphex 2015

CARRIER: _____

NUMBER OF PIECES: _____

Need Outbound Shipping Labels?

IMS strives to make your event as smooth as possible. This includes Move Out day where it is very easy to forget seemingly unimportant details such as addresses and labels for outbound shipping needs. Please take a moment to complete this form and fax to the number below.

Please Note: If you are using FedEx as your carrier we regret that we will be unable to print labels for your shipment(s).

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): _____ Telephone: _____

Street Address: _____ City: _____

State: _____ Zip: _____

Carrier: _____

Total Number of Containers: _____

of Labels Needed _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____

Street Address: _____ City: _____

State: _____ Zip: _____

Carrier: _____

Total Number of Containers: _____

of Labels Needed _____

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT
WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

ABF Freight System, Inc.®

YOUR OFFICIAL GROUND, OCEAN & AIR CARRIER FOR TRANSPORTATION

Let ABF make the San Juan Convention Center • San Juan, Puerto Rico

October 15 - 16, 2015

Interphex 2015

the easiest you have attended.

Choose **ABF TimeKeeper** guaranteed, expedited shipping solutions — air or ground — with special discounted rates for your inbound and outbound shipments.

For personalized quotes please call
Pam Ferrelli in our Trade Show Division at
888-256-8123

Our services include

- Priority handling of your inbound and outbound shipments.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.

ABF tradeshow
On-Site... On-Time... Damage-Free

800-654-7019



ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 904-786-8127

ABF tradeshow

On-Site...On-Time...Damage-Free

tradeshow@abf.com

(800) 654-7019



SHIPPER PLEASE NOTE FREIGHT CHARGES ARE PREPAID ON THIS BILL OF LADING UNLESS MARKED COLLECT

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE



ABF FREIGHT SYSTEM, INC.
P.O. BOX 10048
FORT SMITH, AR 72917
800-610-5544 ABFS

abf.com

PLACE PRO LABEL HERE

Shipper's Bill of Lading No. _____

Consignee's Reference/PO No. _____

On "Collect On Delivery" shipments, the letters "COD" must appear before consignee's name or as otherwise provided in item 130, Sec. 1.

CONSIGNEE

TO:

NAME PLUS

STREET

CITY/ST/ZIP

☐ Check box if consignee contact required prior to delivery.

Consignee telephone _____

TRAILER NUMBER

B/L DATE

ROUTE

SPECIAL INSTRUCTIONS

SHIPPER

FROM:

NAME PLUS

STREET

CITY/ST/ZIP

FOR PAYMENT, SEND BILL TO:

NAME

STREET

CITY/ST/ZIP

Collect on Delivery \$ _____ and remit to _____

Street _____ City _____ State _____

Carrier must collect cash, money order, bank cashier's check, or bank-certified check unless shipper signs here to accept company check.

Signed: _____

C.O.D. charge
to be paid by

Shipper ☐

Consignee ☐

Hdg Units No. Type	Packages No. Type	★ HM	Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)	Weight (Subj to Correction) (LBS)	Class or Rate Ref. (For Info. Only)	Cube (Optional) (CuFT)

★ Mark "X" to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A)(B).

NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. (2)e of NMFC item 360.

Notify if problem enroute or at delivery _____

Name

Tel No.

Fax No.

(for informational purposes only)

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request. Every service to be performed hereunder shall be subject to all terms and conditions of the uniform bill of lading set forth in the National Motor Freight Classification. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns. See item 780-1 of ABF 111 rules for general liability limitations and for additional coverage available at additional expense.

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation. Additionally, by signature on this bill of lading, Shipper authorizes consent to the Transportation Security Administration (TSA) to screen the shipment when transportation of the shipment requires movement via an air carrier.

SHIPPER

PER (SIGNATURE REQUIRED)

CARRIER ABF FREIGHT SYSTEM, INC.

PER

DATE

Driver signature only acknowledges receipt of freight

Commercial Invoice							
Date			Invoice #		PO #		
Shipper Name			Consignee Name				
Street Address			Street Address				
Contact (Shipper)		Email Address	Contact (Consignee)		Email Address		
Telephone/Fax Number			Telephone/Fax Number				
Tax ID Number (EIN)		Exporting Carrier	Tax ID Number (i.e. EIN, VAT)		Incoterms		
Other Information (i.e. ITN #)			AWB #				
Complete Commodity Description		HM	Schedule B	Country of Manufacture	Quantity UOM	Unit Price USD \$	Total Price USD \$
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.			Subtotal (USD \$)				0.00
			Total Freight Charge				
			Total Insurance Cost				
			Total Invoice Value (USD \$)				0.00
Signature and Title of Authorized Person			These commodities, technology, or software were exported from the United States of America for ultimate destination _____ in accordance with export administration regulations. Diversion contrary to U.S. law is				
							Date

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Installation and Dismantle Labor Rates

Straight time 8:00 a.m. - 4:30 p.m. Monday through Friday
 Over time 4:30 p.m. - 8:00 a.m. Monday through Friday, all day Saturday and Sunday.

Price is per person/per hour. Start time is guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set-up time begins later.
 One hour minimum charge on all labor. Cancellations must be in writing.

PLAN A: Installation and Dismantling of display under the supervision of EXHIBITOR

Straight Time - \$79.00 per personnel hour

Overtime - \$99.00 per personnel hour

DESCRIPTION	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Installation				
Dismantling				
Dismantling				

Please note the following:

- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

PLAN B: Installation and Dismantling of display under the supervision of IMS

Straight Time - \$106.65 per personnel hour

Overtime - \$133.65 per personnel hour

DESCRIPTION	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Installation				
Dismantling				
Dismantling				

Please note the following:

- Labor personnel must be picked up at IMS Exhibit Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.

ESTIMATED COST FOR INSTALLATION & DISMANTLING LABOR \$ _____

EXHIBITOR NAME: _____

BOOTH #: _____

 Fax form to **888-301-1273** along with completed payment policy


1. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Inclusive Management Services, Inc or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Inclusive Management Services, IMS or its subcontractor.
3. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to Inclusive Management Services, Inc., (IMS) within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Inclusive Management Services, Inc. (IMS) or its subcontractor more than one year after the accrual of the cause of action.
5. Inclusive Management Services, Inc. (IMS) will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Inclusive Management Services, Inc. (IMS) will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Exhibiting Name: _____ Booth # _____

Contact Name: _____ Booth Size _____ x _____

Email Address: _____

IMS SUPERVISED LABOR

In order to better serve you—please complete the following information if your display is to be set-up and/or dismantled by IMS and you will not be present to supervise the installation and/or dismantle.

Inbound Shipping and Set Up Information

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing with Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

Outbound Shipping Information

Ship To: _____

In the event your selected carrier fails to show on final move-out day the show carrier will be utilized.

IMS will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Method of Shipment

☐ Exhibit Transportation ☐ Common Carrier ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred

☐ Other Carrier: Please indicate the carrier's name

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

Freight Charges ☐ Prepaid Bill To ☐ Collect

Fax form to **888-301-1273** along with completed payment policy



DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Reserve forklift labor below. Starting times can be guaranteed only when labor is requested for 8AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the IMS Service Desk & supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to IMS Service Desk and approve the work order.

FORKLIFT W/OPERATOR:

DESCRIPTION	DATE	TIME	# OF FORKLIFTS	STANDARD PRICE	OVERTIME PRICE	DOUBLE TIME PRICE	TOTAL
Installation				\$121.50	\$155.75		
Installation				\$121.50	\$155.75		
Dismantling				\$121.50	\$155.75		
Dismantling				\$121.50	\$155.75		

ADDITIONAL LABOR:

DESCRIPTION	DATE	TIME	# OF LABORERS	STANDARD PRICE	OVERTIME PRICE	DOUBLE TIME PRICE	TOTAL
Installation				\$69.00	\$101.75		
Installation				\$69.00	\$101.75		
Dismantling				\$69.00	\$101.75		
Dismantling				\$69.00	\$101.75		

Describe work to be done: _____

LABOR RATES

Straight Time

8:00 a.m. to 4:30 p.m. Monday through Friday

Overtime

4:30 p.m. to 8:00 a.m. Monday through Friday &
All Day Saturday

Double Time

All Day Sunday & Holidays

ESTIMATED TOTAL \$ _____

COMPANY NAME _____ BOOTH# _____

Fax to 888-301-1273 along with completed payment policy



Exhibiting Name: _____ Booth # _____

Contact Name: _____ Booth Size _____ x _____

Email Address _____

INSTRUCTIONS:

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by IMS. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign. Please complete the enclosed Labor Order Form to assemble our hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify IMS immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, IMS cannot guarantee the hanging of your sign.

Equipment With Crew

- Rates are per lift and crew per hour
- One hour minimum per lift and crew
- Straight Time cannot be guaranteed

	Straight Time	Overtime
Condor		
Condor With Crew	\$ 487.50	\$ 581.25
Scissorlift		
Scissorlift with crew.....	\$ 375.00	\$468.75
Supervision for assembly and disassembly of overhead hanging can be provided by IMS, Inc. at an additional cost, or by your company representative, display house, independent or lighting contractor.		
• Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged		

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 a.m. to 4:30 p.m. Monday through Friday

*Overtime

4:30 p.m. to 8:30 p.m. Monday through Friday

8:00 a.m. to 4:30 p.m. Saturday & Sunday All Day

Double Time

All day holidays

Materials

Cable, clamps, etc. additional and charged accordingly.

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Exhibiting Name: _____ Booth # _____
Contact Name: _____ Booth Size _____ x _____
Email Address _____

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner _____
Metal or Wood _____
Other _____

Shape: Square _____
Triangle _____
Rectangle _____
Other _____

Size: Height _____
Length _____
Width _____
Weight of Sign _____

Does Your Sign Require:
Electricity _____
Assembly _____

PLACEMENT OF DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back aisle# _____

_____ Feet in
from the left
aisle# _____



_____ Feet in
from the right
aisle# _____

_____ Feet in from the front aisle# _____

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by IMS at an additional cost, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly:

_____ No Supervision Required

_____ IMS I & D

_____ Exhibitor Personnel*

_____ Display House*

***For Exhibitor or Display House Supervised please indicate**

Install Date _____ Install Time _____

Dismantle Date _____ Dismantle Time _____

** Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

Fax form to **888-301-1273** along with completed payment policy

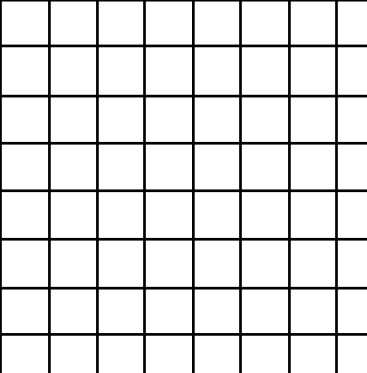
DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Hanging Sign Location Diagram

If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.

PLEASE CLEARLY MARK THE FRONT OF YOUR BOOTH

Your Booth # _____



Adjacent Booth# _____

Adjacent Booth# _____

Adjacent Booth# _____

COMPANY NAME _____ BOOTH# _____

Fax form to **888-301-1273** along with completed payment policy



RUSH!

HANGING SIGN

FROM:

HANGING SIGN TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: Interphex 2015
IMS, Inc. /ABF Freight Systems
Road # 165 Km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, P.R. 00965

SHIPMENTS SHOULD ARRIVE BETWEEN
September 14 - October 9, 2015

EVENT: INTERPHEX 2015

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

HANGING SIGN

FROM:

HANGING SIGN TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: Interphex 2015
IMS, Inc. /ABF Freight Systems
Road # 165 Km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, P.R. 00965

SHIPMENTS SHOULD BEGIN ARRIVE BETWEEN
September 14 - October 9, 2015

EVENT: INTERPHEX 2015

CARRIER: _____

NUMBER OF PIECES: _____

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

CLEANING ORDER FORM

CARPET SERVICE (Check One):

Vacuum Booth Carpet - **One Time** (before Show Opens)

- ☐ Booth Sq. Ft. _____ x \$ 0.38 = \$ _____
- ☐ Booth Sq. Ft. _____ x \$ 0.42 = \$ _____

Vacuum Booth Carpet—**Daily** (before Show Opens)—2 days

- ☐ Booth Sq. Ft. _____ x 2 = _____ Sq. Ft. x \$0.32 = \$ _____
- ☐ Booth Sq. Ft. _____ x 2 = _____ Sq. Ft. x \$0.35 = \$ _____

Calculate 2 times the square footage of booth space for daily

Shampoo Booth Carpet—One Time

- ☐ Booth Sq. Ft. _____ x \$ 0.46 = \$ _____
- ☐ Booth Sq. Ft. _____ x \$ 0.50 = \$ _____

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

PORTER SERVICE Empty wastebaskets, police floor at two-hour intervals (Check one)

- ☐ \$ 65.00 per day 1-400 Sq. Ft. _____ specify days _____
- ☐ \$ 75.00 per day 1-400 Sq. Ft. _____ specify days _____
- ☐ \$ 95.00 per day 401-up Sq. Ft. _____ specify days _____
- ☐ \$ 110.00 per day 401-up Sq. Ft. _____ specify days _____

EXHIBIT CLEANING SERVICE (Check One)

Cleaning and dusting of display background and furnishings **ONCE** before initial opening of show

- ☐ @ \$65.00 per 10' foot booth space \$ _____
- ☐ @ \$75.00 per 10' foot booth space \$ _____

Cleaning and dusting of display background and furnishings **DAILY** during show

- ☐ @ \$55.00 per day per 10' booth space \$ _____
- ☐ @ \$65.00 per day per 10' booth space \$ _____

Prices in blue reflect POST deadline date prices.

TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

FLORAL

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Ficus	\$60.00	\$70.00	
	Ficus Tree - 7' Long Leaf	\$80.00	\$90.00	
	Ficus Topiaries - 6' and up	\$80.00	\$90.00	
	Ferns	\$39.95	\$49.95	
	Flower Arrangements	\$75.00 and up	\$95.00 and up	
	4' - 5' Palm	\$60.00	\$70.00	
	6' - 7 1/2' Palm	\$75.00	\$85.00	
	Spatiphilum Sensatione	\$55.00	\$65.00	
	Schefflera up to 3 1/2'	\$35.00	\$45.00	
	Bromelia	\$15.00	\$25.00	

Container Style

- ☐ Black Plastic
☐ Terra Cotta Plastic

Floral Arrangements

Please specify what you would like and the size and we will email you a quote.

Flower(s) _____

Greenery *circle one* yes no

Height _____ Width _____

Container Type/Color _____

COMPANY NAME _____ BOOTH# _____

Fax to **888-301-1273** along with completed payment policy



DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

We are pleased to be able to offer you custom sign services so you can tailor your sales message to the particular audience at this event. Select one of the standard sizes, or order a special size with you logo and other graphics. Call or fax your sign ideas to our Customer Service Representative to discuss the best approach

- If request is placed at show site, please allow a minimum of 24 hours for sign delivery.

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 11"	\$47.30	\$70.95	
	7" x 22"	\$48.50	\$72.75	
	7" x 44"	\$52.50	\$78.30	
	9" x 44"	\$58.35	\$87.55	
	11" x 14"	\$61.95	\$92.95	
	14" x 22"	\$68.10	\$102.15	
	14" x 44"	\$88.55	\$132.85	
	22" x 28"	\$96.50	\$144.75	
	28" x 44"	\$136.75	\$205.15	
	20" x 60"	\$195.65	\$293.50	

TOTAL \$ _____

SIGN COPY: (Use additional sheet of paper if more space is needed.)



Vertical



Horizontal

Background Color: _____

Lettering Color: _____

ADDITIONAL SERVICES INCLUDE:

Foam core signs, Special Graphics, Art Work,, Silk-Screening, Emblems, Trademarks, Logos, Banners, etc. Please call for estimates

EXHIBITOR NAME: _____

BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



Preferred Format(s) for Incoming Graphics

Logos: Vector-based files always work best to create large-format graphics and signage.

Graphics Supplied by Client: PDF files distilled at high resolution with fonts and graphics embedded are preferred as each individual graphic MUST be scaled to proper size and dimension for final output/printing.

Other file formats are accepted:	Software	Type of file
	Adobe Photoshop:	EPS (Raster Based), PSD, TIFF (PC/MAC)
	Adobe Illustrator:	EPS (Vector based), .AI (PC/MAC)

File Format

Where possible, use EPS or TIFF format. Although there are many graphic file formats to choose from, it is safest when printing to a PostScript device to use EPS for vector graphics and TIFF for raster/bitmap graphics. Vector graphics are object-oriented files which contain drawing instructions and are used by applications such as Illustrator or Freehand. (99.9% of logos fall into the "Vector" category) Fonts in these EPS files should be converted to "create outlines" or "convert to paths" this will eliminate the need to download the fonts for outputting. Raster graphics are bitmapped files such as scans or screen shots. For TIFF files, be sure to have the correct amount of data in the file for the line screen which will be printed (see Digital Image Specifications). Use an image-editing program such as Photoshop or Live Picture for TIFF files. Allow bleed for all graphics.

Resolution

Minimum resolution of 96 dpi at final output size is required. Internet Graphics downloaded or saved from Web pages are not acceptable for print products. These graphics have low resolution images (usually 72 PPI), which are fine for screen display, but far below acceptable quality standards for print.

Color

All work submitted for digital color should be in the CMYK (Cyan/Magenta/Yellow/Black) mode; which is mode required for the printing process. Authors must ensure that color saturation-color balance is correct before sending files. If an RGB (Red/Green/Blue) file is submitted, dramatic color shifts can occur when we convert to CYMK. Be aware that most desktop scanners, digital cameras, and video capture systems save files as RGB so it will be necessary for you to convert to CMYK. This can be accomplished in many ways, please consult your software manual for details. If your logo or graphics use Pantone colors, include the PMS color information.

Fonts

Include your screen and printer fonts when sending PC files. All fonts used must be postscript fonts. True Type fonts are not acceptable in a postscript environment. As a rule, always convert text to curves to eliminate font issues. If True Type fonts are used, they must be converted into pixels or outlines and the entire saved as an EPS or TIFF.

Size

Ensure your graphics are submitted in the correct dimensions and proportions. Include a sufficient amount of bleed.

Proof

Always supply a hard copy of the digital image being submitted. This allows us to double-check the image.

Accepted Media and Transfer Methods

CD-ROM

E-Mail for files 1mg. and smaller

1.44 MB floppy disks: Mac or PC format

Please submit materials on time. If materials arrive late, we may not have enough time to notify you about problems and your graphic may be printed incorrectly. If you have any questions, please call and ask. If a graphic does not meet the required specifications, the graphic may not appear as you expect it.

Fax form to **888-301-1273** along with completed payment policy



DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

ELECTRICAL OUTLETS - Approximately 120V A.C. 60 cycle

120 VOLTS	QTY	Discount Price	Standard Price	TOTAL
501-1000 WATTS (10 AMPS)	—	130.00	169.00	—
1001-1500 WATTS (15 AMPS)	—	162.00	210.50	—
1501-2000 WATTS (20 AMPS)	—	180.75	235.00	—

Check here for 24 hour power

Double electrical rate for this service

ELECTRICAL SERVICE CONNECTIONS - Approximately 208V A.C. 60 cycle

208 VOLTS SINGLE PHASE

20 AMPS	—	231.00	300.50	—
30 AMPS	—	286.00	372.00	—
60 AMPS	—	389.50	506.50	—
100 AMPS	—	444.75	578.25	—

208 VOLTS THREE PHASE

20 AMPS	—	286.00	372.00	—
30 AMPS	—	325.00	422.50	—
60 AMPS	—	484.00	642.25	—
100 AMPS	—	574.75	747.25	—

480 VOLTS SINGLE PHASE

30 AMPS	—	714.75	929.25	—
50 AMPS	—	902.50	1173.25	—
60 AMPS	—	1003.50	1304.50	—

480 VOLTS THREE PHASE

30 AMPS	—	743.50	966.50	—
50 AMPS	—	1010.75	1314.00	—
60 AMPS	—	1075.75	1398.50	—

LIGHTING EQUIPMENT - (Including current consumed)

300 WATT (1) FLOOD LIGHT	—	115.50	150.25	—
300 WATT (2) FLOOD LIGHTS	—	136.50	177.50	—
POWER STRIP	—	39.00	50.50	—

EXTENSION CORDS - (Electricity not including)

SINGLE OUTLET any length	—	31.50	41.00	—
QUAD OUTLET/POWER STRIP	—	42.00	54.75	—

LABOR

ST Mon - Fri 8:00 am - 4:30 pm (Except Holidays)	—	69.50	—	—
OT Mon - Fri 4:30 pm - 8:00 am (Sat. /Sun./Holidays)	—	115.50	—	—

TOTAL \$ _____

EXHIBITOR NAME: _____

BOOTH #: _____

Fax to 888-301-1273 along with completed payment policy



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ELECTRICAL ORDER FORM

There is a minimum labor charge of 1 hour for hook up and 1/2 hour to dismantle for special events, island booths and all services in excess of 2000 watts or 20 amps of 110 volt power. Any labor in excess of the minimum charge and any materials will be charged at a time and material basis. I understand that services may need to be completed at a time that I am not in the booth to provide a signature. By my signature on this form I approve the labor/ items charges to my invoice that are required to complete the installation of electrical requirements for my booth.

ISLAND BOOTHS

A scaled floor plan must accompany orders showing locations of electrical outlets connections and lighting equipment.

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

Electrical Circuit Placement Diagram and Plug Configuration

By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to your arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your electrical circuits to be installed.
2. *If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.*
3. Mark each circuit location with correct corresponding order on the application form. Important:
The foregoing service connection charges include the cost of bringing the power to one location on the floor as per our standard method of installation. Should it be necessary to run lines into the booth or hook up monitors or lighting, a labor order must be placed at the service desk when your equipment is ready for such work. This work will be performed on a time and material basis. .
4. When power is placed inside the booth area, additional materials such as extension cords, cable and miscellaneous electrical supplies may be required and charged at the rental rate.
5. Please indicate neighboring booths all around your exhibit for floor plan orientation.

Please clearly mark the FRONT of your booth.

Your Booth # _____

Adjacent Booth # _____

Adjacent Booth# _____

Adjacent Booth # _____

COMPANY NAME _____ BOOTH# _____

Fax to **888-301-1273** along with completed payment policy



EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

V120 PH1 Hz60 W1000	120 V Single Phase=60 cycles 1000 watts	V230 A30 PH3	230 Volts = 30 Amp 3 Phases
---------------------------	--	--------------------	-----------------------------------

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted as shown **unless**

POWER LOCATIONS: X Indicates location of outlet floor plan received indicates otherwise.

Power Locations

X	X	X	X
---	---	---	---

Inline booths -
Peninsulas

Back to back
Peninsula Booths

- Orders must be received a minimum of ten (10) days prior to scheduled event set up for discount rates. Orders received less than (10) days prior to scheduled event set up will be charged at the floor order rates.
- The electrical contractor is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer (s). All electrical installations and connections to all electrical service should be made by the show electrician. The electrical contractor will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a show electrician.
- A separate outlet must be ordered for each location where electricity is needed.
- Rates listed for all connections include bringing the service to booth in the most convenient manner for the electrical contractor and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
- Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening, or during the operation of the show. A minimum charge of one hour (1) labor for installation and one half hour (1/2) to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided.
- Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
- All equipment regardless of source of power, must comply with Federal, State, and local codes. The electrical contractor reserves the right to inspect all electrical devices and connections to insure compliance with all codes. The show electrical contractor is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.

ISLAND BOOTHS!

One drop within booth when powersource in ceiling or one location at IMS's discretion when power source is in the floor.

Please see Regulation #4 above.



10. All exhibitor's cords must be a minimum of 14/3 with ground. ALL exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by the electrical contractor for this service order is furnished on a rental basis and remains the property of the electrical contractor and shall be removed ONLY by the show electrician. Price also includes all necessary disposable supplies.
13. The electrical contractors are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by the show electrical contractor prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, foreclosure, or otherwise, exhibitor will pay the electrical contractor's attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds the electrical contractor harmless for any and all losses of power beyond their control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. The official Electrical Contractor shall be responsible for:
 - *All under carpet distribution of electrical wiring
 - *All motor and equipment hook-ups requiring hardwire connections
 - *The above items require electrical labor, which may be ordered in the Electrical Labor sections on page 1.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If violations are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the violation corrected, electrical service to the violated booth will not be connected. If an exhibitor is not informed or does not understand basic requirements of safe wiring an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - *All wiring must have 3 wire grounded cord with a minimum #14 gauge wire
 - *The use of clip-on sockets, latex or lamp cord wire in displays, or the use of 2 wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - *Zip cords or two-wire cords are ungrounded and could result in safety hazards.

Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

IMPORTANT!

All Branch Outlet orders for Compressed Air and/or Water must also include a Single Outlet Order. The Branch Outlet cannot run independently.

COMPRESSED AIR (90-100 lbs PSI) Fill in: ____ CFM	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Single Outlet (Check Size) __1/4" __3/8" __1/2" __3/4"		\$302.50	\$477.95	
Branch Outlet(s)-Each (Check Size) __1/4" __3/8" __1/2" __3/4"		\$126.50	\$199.65	

WATER (40 PSI) Fill in: ____ GPM	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Single Outlet (Check Size) __1/4" __3/8" __1/2" __3/4"		\$280.50	\$364.65	
Branch Outlets(s) -		\$126.50	\$165.00	
Tank Fill and Drain 20 to 500 gal.		\$137.50	\$195.00	
Each Additional 500 gal.		\$55.00	\$66.00	

DRAIN	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Single Outlet (Check Size) __1/2" __3/4" __1"		\$302.50	\$434.50	
Additional Drain Connections(s) - Each		\$126.50	\$165.00	

RENTALS	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Water Cooler with 5 gal. Bottle (Elec. Service included)		\$137.50	\$196.00	
Additional Water Bottles (Spring Water)		\$16.50	\$22.00	

OTHER SERVICES	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Specialty Gas (Non-flammable)		Call for Quote		

MATERIALS, SPECIAL CONDITIONS AND 24-HOUR SERVICE

LABOR IS CHARGED IN 1 HOUR INCREMENTS

Minimum Charge is 1 Hour
Straight Time: 8:30am to 4:30pm Monday thru Friday \$ 63.00 /hr.
Overtime: 4:30pm to 8:00am Monday thru Friday,
Saturday, Sunday and Holidays \$ 105.00 /hr.

Add 25% to outlet charge for 24-hour service.

FLOOR PLAN REQUIRED FOR ALL ORDERS

COMPANY NAME _____ BOOTH# _____ TOTAL \$ _____

Fax to 888-301-1273 along with completed payment policy





October 15 - 16, 2015
Puerto Rico Convention Center
San Juan, PR

Service Order Information

1. Conditions for processing service orders are:
 - A) Prices subject to change without notice. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rates.
 - B) Booth Number(s) must be identified on face of form.
 - C) Desired location of plumbing service in booth must be designated. For large booths attach floor plan.
 - D) If third party billing is required, service contract must include the Third-Party Payment Form. Payment Policy will apply.
2. Credit will not be given for connections ordered or installed and not used. Services cancelled prior to installation will be subject to cancellation fees.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the Inclusive Management Services, Inc., (IMS) Service Desk. Non-receipt of service must be reported to the IMS Service Desk prior to close of day for verification and consideration.
4. Unpaid balances are subject to past due penalties.

Exhibitor Notes

1. IMS plumbing labor is available for other plumbing work and repairs on a time and material basis. See labor rates on the Plumbing/Air Order Form.
2. If your equipment has strict tolerances for water or air temperature, pressure or cleanliness, then you must consider bringing your own regulating devices and filters. IMS's utility operating ranges are not as precise as a specialized facility.
3. It is our policy to settle all services, labor and billing disputes as soon as possible. Please report them to the IMS Service Desk.
4. Compressed air and water for booths is normally turned on one hour before show opening and off at show close.
5. If you have any questions regarding these services please contact us at 817-337-3050 or email us with any questions at customer_service.ims@veizon.net.

Important Building Regulations

1. Only IMS plumbers shall make service connections. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel".
 2. All plumbing material and equipment furnished by IMS for this service shall remain the property of IMS and shall be removed by IMS at the close of the show.
 3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
 4. All equipment using water must have inlet and outlet properly tagged.
 5. Unless otherwise directed, IMS personnel are authorized to cut floor coverings to permit installation of service.
 6. Service outlet size will be determined by the volume required.
- TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO THE IMS MANAGEMENT.**



DISCOUNT DEADLINE DATE • SEPTEMBER 23,2015

Plumbing / Compressed Air Placement Diagram

By conforming to the following instructions, exhibitors who are requesting plumbing and/or compressed air hook ups in their booth can have them placed to the specifications provided prior to their arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your hook up(s) to be installed.
2. *If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order. Grids provided below are for 10'x10'; 10' x 15'; 10'x20'and 20'x20.*
3. If you have more than one hook up please indicate exactly which one is to be placed where on the grid below. Important: The foregoing service connection charges include the cost of bringing the equipment to one location on the floor as per our standard method of installation.
Should it be necessary to run lines into the booth, a labor order must be placed at the service desk when your equipment is ready for such work. This work will be performed on a time and material basis.
4. When hook ups are placed inside the booth area, additional materials such as hoses and valves and miscellaneous supplies may be required and charged at the rental rate.
5. Please indicate neighboring booths all around your exhibit for floorplan orientation.
Please clearly mark the FRONT of your booth.

Your Booth # _____

Adjacent Booth# _____

Adjacent Booth# _____

Adjacent Booth# _____

COMPANY NAME _____ BOOTH# _____

Fax to **888-301-1273** along with completed payment policy



DISCOUNT DEADLINE DATE • SEPTEMBER 23, 2015

All Visual Displays are LCD/LED depending on availability

THIS ORDER FORM REFLECTS ONLY A PORTION OF INVENTORY AVAILABLE

If you have any questions regarding equipment, pricing, or would like some assistance completing your order please contact your Customer Service Representative

QTY	COMPUTER SIGNAL DISPLAY EQUIPMENT DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	20" Flat Monitor with Table Stand (no speakers)	\$295.00	\$398.25	
	32" Flat Monitor with Table Stand (no speakers)	\$470.00	\$634.50	
	42" Flat Monitor with Floor Stand (no speakers)	\$595.00	\$803.25	
	50" Flat Monitor with Floor Stand (no speakers)	\$845.00	\$1,140.75	
	Set of Speakers	\$75.00	\$101.25	

QTY	VIDEO SIGNAL DISPLAY EQUIPMENT DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	32" Flat Monitor with Table Stand w/ DVD and Set of Speakers	\$585.00	\$789.75	
	42" Flat Monitor with Floor Stand w/ DVD and Set of Speakers	\$785.00	\$1,059.75	
	50" Flat Monitor with Floor Stand w/ DVD and Set of Speakers	\$970.00	\$1,309.50	

QTY	COMPUTERS DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Desktop Computer with 17" Flat Monitor	\$225.00	\$303.75	
	Laptop Computer	\$325.00	\$438.75	
	Laser Printer (B/W)	\$275.00	\$371.25	
	Multi-Function Printer/Fax/Scanner	\$150.00	\$202.50	
	Copier (price for 5 days, only weekly rental)	\$1,700.00	\$2,295.00	

QTY	Audio/Visual Accessories DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	6ft VGA Cable	\$20.00	\$26.00	
	6ft HDMI Cable	\$40.00	\$52.00	

COMPANY NAME _____ BOOTH# _____ TOTAL \$ _____

- Items selected will be charged for the show days of the exhibition.
- To guarantee equipment availability please be sure to submit your order 30 days prior to delivery date.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- NO equipment charges for set-up day is required.

CANCELLATIONS:

- A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a 1 day minimum charge.
B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

Fax to **888-301-1273** along with completed payment policy

[Back to Table of Contents](#)





Partners In Show!



Puerto Rico Convention Center

100 Convention Blvd.

San Juan, PR 00907

TEL. 787.300.6737 FAX 787.300.6922

NETWORK AND VOICE SERVICES ORDER FORM

CUSTOMER INFORMATION

Company Name:	Show Name:
Billing Contact Name:	Show Dates:
Billing Street Address:	City, State & Zip:
E-Mail Address	Phone Number:
On-Site Contact Name:	On Site Contact Cell Phone:

STANDARD VOICE SERVICES	QTY		RATE		TOTAL
Single Line (for standard phone, fax, modem, ATM or CC machine)		x	\$225.00	=	
Single Handset Rental		x	\$25.00	=	
Multi-Lines (Two lines)		x	\$350.00	=	
Multi-Line Handset Rental		x	\$100.00	=	
There is an additional cost on long distance and international calls (per minute)		x		=	

CUSTOMIZED VOICE OPTIONS	QTY		RATE		TOTAL
Voice Mail Box		x	\$50.00	=	
Hunting/Rollover (If order multiple lines)		x	\$50.00	=	

STANDARD NETWORK SERVICES	QTY		RATE		TOTAL
HSIA Initial Connection 256K (Dynamic IP Address)		x	\$400.00	=	
Additional Line(s) (Per Computer, Per Day)		x	\$150.00	=	

ADDITIONAL NETWORK SERVICES	QTY		RATE		TOTAL
Additional/Dedicated Bandwidth - 384K		x	\$600.00	=	
Additional/Dedicated Bandwidth - 512K		x	\$800.00	=	
Additional/Dedicated Bandwidth - 1M		x	\$1,200.00	=	
Additional/Dedicated Bandwidth - T1		x	\$1,800.00	=	

CUSTOMIZED NETWORK OPTIONS	QTY		RATE		TOTAL
Static IP Address Surcharge (Per Computer, Per Day)		x	\$100.00	=	
Private VLAN		x	\$950.00	=	

RENTAL EQUIPMENT	QTY		RATE		TOTAL
24 Port Cisco Switch		x	\$150.00	=	
Cisco Wireless Access Point		x	\$150.00	=	
Polycom Conference Speaker Phone		x	\$150.00	=	
Laptop Computer		x	\$200.00	=	
Desktop Computer		x	\$150.00	=	
Laser Printer (B/W)		x	\$200.00	=	
Multi-Function Priter/Fax/Scanner		x	\$100.00	=	
Copier (price for 5 days, only weekly rental)		x	\$1,500.00	=	

SUBTOTAL =

Sales Tax 7.00% =

ESTIMATED GRAND TOTAL =

ALL SERVICE MUST BE PAID IN ADVANCE AND WITH THE ORDER. PAYMENT METHODS ARE CHECK OR CREDIT CARD.

ALL EQUIPMENT CANCELLATIONS MUST BE RECEIVED AT LEAST 48 HOURS BEFORE THE START OF YOUR SHOW TO AVOID A ONE DAY MINIMUM CHARGE.

Please Note: If you are tax exempt please fax your tax exempt certificate with this order form.



Credit Card Consent Form / Security Deposit

Credit Card Type:

☐ AMEX

☐ Visa - MC - Diners Club

☐ Discover

Credit Card Number: _____

Exp Date: _____ Security Code _____

Customer PO (if required or Purchase card used #): _____

Cardholder's Name: _____

Cardholder's Phone Number: _____

Cardholder's email address: _____

Cardholder's Billing Address: _____

State and Zip Code: _____

Customer Name to be Invoiced: _____

Invoice/Order Number(s): _____

Cancellation Policy

Cancellations received less than **30 days** but more than **15 days** prior to the Event shall be subject to a cancellation charge equal to **50%** of the total estimate of charges described on the most recent proposal submission. Cancellations received at least **15 days but** more than **72 hours** prior to the first day of the Event, shall be subject to a cancellation charge equal to **75%** of the entire estimate of charges contained in the most recent version of the proposal. Cancellations received **72 hours or less** before the first day of the Event, or after equipment has departed from its storage facility will be subject to a cancellation charge equal to **100%** of the total estimate of charges described on the most recent version of the proposal. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event and/or cancels the provision of audiovisual equipment and services by PSAV. Cancellation fees, including fees to cover any incurred costs, shall be due immediately upon any such cancellation by Customer.

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions.

Signature _____ Date _____

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October 15 - 16, 2015

Interphex 2015

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Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 904-786-8127

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tradeshow@abf.com

(800) 654-7019



SHIPPER PLEASE NOTE FREIGHT CHARGES ARE PREPAID ON THIS BILL OF LADING UNLESS MARKED COLLECT

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE



abf.com

ABF FREIGHT SYSTEM, INC.
P.O. BOX 10048
FORT SMITH, AR 72917

800-610-5544 ABFS

PLACE PRO LABEL HERE

Shipper's Bill of Lading No. _____

Consignee's Reference/PO No. _____

On "Collect On Delivery" shipments, the letters "COD" must appear before consignee's name or as otherwise provided in item 130, Sec. 1.

CONSIGNEE

TO:

NAME PLUS

STREET

CITY/ST/ZIP

☐ Check box if consignee contact required prior to delivery.

Consignee telephone _____

TRAILER NUMBER

B/L DATE

ROUTE

SPECIAL INSTRUCTIONS

SHIPPER

FROM:

NAME PLUS

STREET

CITY/ST/ZIP

FOR PAYMENT, SEND BILL TO:

NAME

STREET

CITY/ST/ZIP

Collect on Delivery \$ _____ and remit to _____

Street _____ City _____ State _____

Carrier must collect cash, money order, bank cashier's check, or bank-certified check unless shipper signs here to accept company check.

Signed: _____

C.O.D. charge
to be paid byShipper ☐Consignee ☐

Hdg Units No. Type	Packages No. Type	★ HM	Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)	Weight (Subj to Correction) (LBS)	Class or Rate Ref. (For Info. Only)	Cube (Optional) (CuFT)

★ Mark "X" to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A)(B).

NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. (2)e of NMFC item 360.

Notify if problem enroute or at delivery _____

Name

Tel No.

Fax No.

(for informational purposes only)

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request. Every service to be performed hereunder shall be subject to all terms and conditions of the uniform bill of lading set forth in the National Motor Freight Classification. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns. See item 780-1 of ABF 111 rules for general liability limitations and for additional coverage available at additional expense.

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation. Additionally, by signature on this bill of lading, Shipper authorizes consent to the Transportation Security Administration (TSA) to screen the shipment when transportation of the shipment requires movement via an air carrier.

SHIPPER

PER (SIGNATURE REQUIRED)

CARRIER ABF FREIGHT SYSTEM, INC.

PER

DATE

Driver signature only acknowledges receipt of freight

Commercial Invoice						
Date			Invoice #		PO #	
Shipper Name			Consignee Name			
Street Address			Street Address			
Contact (Shipper)	Email Address		Contact (Consignee)		Email Address	
Telephone/Fax Number			Telephone/Fax Number			
Tax ID Number (EIN)	Exporting Carrier		Tax ID Number (i.e. EIN, VAT)		Incoterms	
Other Information (i.e. ITN #)			AWB #			
Complete Commodity Description	HM	Schedule B	Country of Manufacture	Quantity UOM	Unit Price USD \$	Total Price USD \$
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.			Subtotal (USD \$)			0.00
			Total Freight Charge			
			Total Insurance Cost			
			Total Invoice Value (USD \$)			0.00
Signature and Title of Authorized Person			Date			These commodities, technology, or software were exported from the United States of America for ultimate destination _____ in accordance with export administration regulations. Diversion contrary to U.S. law is



***Interphex* Booth F&B Menu Guide 2015**

GENERAL INFORMATION · POLICIES

·All food and beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department – **this includes bottled water.**

·Exhibitor Booth Catering DOES NOT supply tables or electrical for your booth. You MUST order through your service contractor.

·All food and beverage orders require full payment in advance. We accept American Express, MasterCard, VISA or Company Check. Please make checks payable to SMG PR II.

·Initial order, as well as additional services ordered on site, will be billed to customer's credit card.

·All prices are subject to a (++) which represents a 19% service charge and a 7% sales tax.

·Disposable service ware is used on all food and beverage functions on the Exhibit floor.

·SMG requires that a PRCC Bartender dispense all alcoholic beverages.

·In order to best serve your catering needs, we require 72 business hours (3 business days) advance notice for ordering or an additional 20% service charge will apply.

·Menu items and prices are subject to change without notice.

CANCELLATION POLICY

·Full charges will be applied to cancellation of any menu items received within 72 hours (3 business days) prior to delivery.

BOOTH F&B MENU GUIDE
Coffee Service

FRESHLY BREWED COFFEE

*Freshly Brewed Alto Grande de Puerto Rico Coffee, Decaffeinated Coffee and Hot Tea
(black and herbal) **\$39.00 per gallon**
Includes Cups, Creamers, Sugar, Artificial Sweeteners, Stirrers and Napkins
***Price per gallon, 3-gallon minimum required.**

BEVERAGE SERVICE • BREAKFAST • BAKERY

BEVERAGE SERVICE

Assorted Canned Sodas* \$72.00
Bottled Spring Water** \$72.00
Assorted Bottled Fruit Juices* \$72.00
Powerade * \$72.00
Iced Tea*** \$33.00
Orange Juice*** \$36.00
Cranberry, Pineapple, Fruit Juice or Apple Juice *** \$38.00
*** 24 Beverages per case, 1 case minimum required**
**** 24 Bottles per case, 1 case minimum required**
***** Price per gallon, 3 gallon minimum required**

CONTINENTAL BREAKFAST

Assorted Fruit Juices, Fresh Baked Breakfast Pastries, Muffins and Bagels
Served with Butter, Preserves and Cream Cheese
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea
\$10.50 per person / 10 people Minimum Required

FROM THE BAKERY

Assorted Danish* \$36.00
Assorted Muffins* \$36.00
Brownies* \$36.00
Assorted Bagels with Cream Cheese* \$36.00
Freshly Baked Cookies* \$36.00
Chocolate Dipped Strawberries* \$36.00
***Price per dozen, 3 dozen minimum required.**

**PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS
MUST BE PURCHASED THROUGH THE CATERING DEPARTMENT. – THIS INCLUDES BOTTLED WATER**

All menu prices are subject to a 20% service charge & a 7% Sales Tax.

Menu items and prices may be subject to change without notice.

Exhibitor Booth Catering DOES NOT supply tables for your booth. You MUST order through your service contractor.

**Puerto Rico Convention Center • F&B Department
PO Box 11188, San Juan, Puerto Rico, 00910-1188**

BOOTH F&B MENU GUIDE
PANTRY • LUNCHEONS

FROM THE PANTRY

Domestic Cheese Display with Crackers (to serve 20 people) \$190.00
Seasonal Vegetable Crudités with Dip (to serve 20 people) \$110.00
Sliced Fresh Fruit (to serve 20 people) \$110.00
Whole Fresh Fruit (20 pieces) \$35.00
Potato Chips and Dip (to serve 20 people) \$55.00
Tortilla Chips and Salsa (to serve 20 people) \$50.00
Guacamole (1 Quart) \$16.95
Mixed Nuts (2 pounds) \$34.00
Assorted Individual Bags of Chips \$2.00 ea

LUNCHEONS

Box Lunch

\$23.00 each / 10 Box Lunch Minimum Required

Choice of Turkey, Roast Beef or Vegetarian Sandwich
Individual Bag of Chips, Whole Fruit, Freshly Baked Cookie and Canned Soda

THEME STATION

California Wine and Cheese Station*

To include:

Chef's selection of California Cheese paired with a Selection of our Deluxe Wines
Served with Sliced Baguettes and Gourmet Crackers
\$15.95 per person / 20 person minimum required per order
(1 serving is based upon 3.5 oz of cheese and 1 glass of deluxe wine)

Client to supply:

4x8 workspace • Minimum of one 8 ft table • Trash Removal • Clean up

***A Puerto Rico Convention Center Bartender is required to dispense all alcoholic beverages.
A Bartender fee of \$25.00++ per hour / 4 hour minimum will apply.**

ACTION STATIONS

DESIGNED TO INCREASE BOOTH TRAFFIC

POPCORN CART - \$500.00

To include:

1 Popcorn Machine • All Supplies: 285 Popcorn bags and napkins

Additional bags of Popcorn @ \$2.00 each

**A minimum guarantee of \$500 per day will apply, plus a one-time set up fee of \$100.
A booth attendant is required to pop the corn and distribute the product to your guests.
A \$25.00 per hour/four hour minimum labor fee will apply.**

Client to supply:

• 110 volt single phase (15) amp • 4x4 workspace • Trash Removal • Clean up

**PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS
MUST BE PURCHASED THROUGH THE CATERING DEPARTMENT. – THIS INCLUDES BOTTLED WATER**

All menu prices are subject to a 20% service charge & a 7% Sales Tax.

Menu items and prices may be subject to change without notice.

Exhibitor Booth Catering DOES NOT supply tables for your booth. You MUST order through your service contractor.

**Puerto Rico Convention Center • F&B Department
PO Box 11188, San Juan, Puerto Rico, 00910-1188**

WINE • BEER

BOOTH CATERING INFORMATION

SMG is the exclusive Caterer at the Puerto Rico Convention Center.
No alcoholic beverages are allowed to be served by anyone other than
Puerto Rico Convention Center Food and Beverage Department Bartenders.
Alcoholic Beverage service on the Exhibit Show Floor is based upon approval of Show Management.

HOUSE WINES BY THE BOTTLE

Deluxe House Wine

\$34.00 per bottle

Sycamore Lane Chardonnay, Pinot Noir, Cabernet & Merlot

Premium House Wine

\$40.00 per bottle

Chardonnay, Cabernet Sauvignon, Merlot and White Zinfandel

A Bartender is required to distribute the beverages.

A \$25++ per hour/four hour minimum labor charge will apply, plus a onetime set up fee of \$100.00

Client to supply: · 4x4 workspace · Trash Removal · Clean up

CANNED BEER

Local Beer

1 case - \$96.00

Medalla

Domestic Beer

1 case - \$120.00

Coors Light, Budweiser, Bud Light or O'Douls (non-alcoholic)

Imported Beer

1 case - \$132.00

Heineken, Amstel Light, Presidente and Corona

A Bartender is required to distribute the beverages.

A \$25++ per hour/four hour minimum labor charge will apply, plus a onetime set up fee of \$100.00

Client to supply: · 4x4 workspace · Trash Removal · Clean up

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CHAMPAGNE • SPECIALTY BARS

CHAMPAGNE TOAST

Vallformosa Cava - \$32.00 per bottle

Segura Viuda Brut - \$36.00 per bottle

Sparkling Apple Cider - \$24.00 per bottle

A Bartender is required to distribute the beverages.

A \$25++ per hour/four hour minimum labor charge will apply, plus a onetime set up fee of \$100.00

Client to supply:

· 4x4 workspace · Trash Removal · Clean up

STAFFING • WATER SERVICE

STAFFING

Booth Attendant* \$25.00/hr

Chef* \$100.00/hr

***Minimum of 4 hours**

WATER SERVICE

Water Dispenser \$75.00

***Rental price per day. Rental begins on first day of delivery, not first day of usage.**

Client must have a space that has (1) regular wall socket available for electrical power.

Requires 100 volt, 15 amp Electrical Service.

WATER

Price per 5-gallon bottle \$25.00

ICE

Delivery Price, minimum 4 hours \$100.00

DELIVERY FEE

\$25.00

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PO Box 11188, San Juan, Puerto Rico, 00910-1188**

Puerto Rico Convention Center Menu

100 Convention Boulevard, San Juan, PR 00907



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For more information

info@prconvention.com
787-641-7722 ext. 2188



*20% of Facility Fee and 11.5% of Sales Tax will be added. 10% Late Charge Fee if guarantee increases during 72 working hours prior to the event.
All Food & Beverage prices are subject to change without prior notification.*



Puerto Rico Convention Center Sponsors

- **Puerto Rico Coffee Roasters:**
Premium Puerto Rican Alto Grande Coffee
- **Cervecera de Puerto Rico**
 - Medalla & Magna
- **Coca Cola PR Bottlers**
- Coca Cola & Other Coca Cola Products

Chef Pablo Budet Awards

- Winner Best Dinner 2008 Event SKALL CLUB International,
San Juan Puerto Rico.
- Silver Medal Super Challenge Team Competition at Florida Rest. &
Hotel Association, ACF Culinary Expo,
Orlando, Florida
 - Celebrity Chef Team at FITUR Convention
Madrid, Spain
- Gold Medal Super Challenge Competition at PR Restaurant Show
Puerto Rico Convention Center
San Juan, Puerto Rico
 - Gold Medal Annual Taste of Caribbean
Fajardo, Puerto Rico

Puerto Rico Convention Center Green Program

Green Program Puerto Rico Convention Center:

- Establishing a Herb and Vegetable Garden
- Catering- Option for China Instead of Paper Products Encourage.
 - Water Station Options Available vs. Water Bottles
- Recycling Program for: Cans, Plastic Bottles and Wood Pallets



Express Meeting Package

\$42.00pp

Breakfast

Sugared Doughnuts & Quesitos
Premium Puerto Rican Alto Grande Coffee,
Decaf & Orange Juice

Morning Break

Premium Puerto Rican Alto Grande Coffee,
Tea & Assorted Bottled Juices

Plated Lunch

(Soft Drink Included)
Dinner Rolls & Butter
Premium Puerto Rican Alto Grande Coffee,
& Tea

Malanga Potage
Grilled Chicken Breast served with Passion Fruit
& Cilantro Glaze
Mamposteao, Onion or Congrí Rice
Medley of Vegetables &
Vanilla Flan

Afternoon Break

Premium Puerto Rican Alto Grande Coffee,
Assorted Sodas & Tea



International Meeting Package

\$44.00pp

Breakfast

Assorted Pastries
Premium Puerto Rican Alto Grande Coffee,
Decaf & Orange Juice

Morning Break

Premium Puerto Rican Alto Grande Coffee,
Tea & Assorted Bottled Juices

Plated Lunch

(Soft Drink Included)
Dinner Rolls & Butter
Premium Puerto Rican Alto Grande Coffee,
& Tea

Mesclum Salad with Tomatoes, Cucumbers &
Curly Carrots with Balsamic Vinaigrette

Choose between:

Seared Chicken Breast served with Lemon Sauce or
Rosemary Chicken Breast with Lemon Demi &
Caper Sauce
Mamposteao, Onion or Congrí Rice
Medley of Vegetables
Vanilla Cheesecake

Afternoon Break

Brownies & Blondies
Premium Puerto Rican Alto Grande Coffee,
Assorted Sodas & Tea



Tropical Meeting Package

\$45.00pp

Breakfast

Selection of Danish & Muffins
Premium Puerto Rican Alto Grande Coffee,
Decaf & Orange or Fruit Punch Juice
Selection

Morning Break

Premium Puerto Rican Alto Grande Coffee,
Tea & Assorted Bottled Juices

Plated Lunch

(Soft Drink Included)
Dinner Rolls & Butter
Premium Puerto Rican Alto Grande Coffee,
& Tea
Soup of the Day
Grilled Churrasco with Chimichurri
Saffron Rice
Julienne Vegetables
French Bread Pudding

Afternoon Break

Assorted Pop Corns (Chocolate & Butter)
Premium Puerto Rican Alto Grande Coffee,
Bottled Spring Water & Assorted Sodas



Gold Meeting Package

\$62.00pp

Basic Continental

Assorted Pastries & Muffins
Assorted Rolls, Fruit preserves & Butter
Premium Puerto Rican Alto Grande Coffee, Te.
& Orange or Fruit Punch Juice Selection

Morning Break

Puerto Rican Quesitos & Doughnuts
Premium Puerto Rican Alto Grande Coffee &
Assorted Bottled Juices

Lunch Buffet

(Soft Drink Included)
Dinner Rolls & Butter
Soup of the Day
Mixed Green Salad, Toppings &
2 Dressings
Red Bliss Potato Salad
Calico Beans Salad
Chicken Picatta with
Lemon Caper Demi - Glaze
London Broil with Diane Ivory Sauce
Rice Pilaf with Roasted Bell Peppers & Parmesan
Cheese
Roasted Garlic Mashed Potatoes &
Medley Veggies



Petit Display of:

Chocolate Cake
Tres Leches
Guava Cheese Cake

Afternoon Break

Assorted Pastries &
Premium Puerto Rican Alto
Grande Coffee



Continental Breakfast - \$14.00pp

Assorted Rolls, Pastries & Muffins
 Display of Sliced Fruits
 Fruit Preserves & Butter
 Premium Puerto Rican Alto Grande Coffee, Tea
 & Orange Juice

Morning Fitness Break- \$16.00pp

Assorted Individual Yogurt
 Seasonal Fruits & Berries
 Granola Bars & Energy Bars
 Premium Puerto Rican Alto Grande Coffee,
 Tea & Bottled Spring Water

Healthy Start - \$16.50pp

Selection of Dry Cereal, Strawberries,
 Bananas & Milk
 Tropical Fruit Salad & Cottage Cheese
 Banana Bread, Cinnamon Raisin Brioche
 Citrus Oatmeal with Cinnamon Essences
 Display of Sliced Bread,
 Fruit Preserves & Butter
 Premium Puerto Rican Alto Grande Coffee, Tea
 Orange & Cranberry Juice



Good Morning - \$16.50pp

Assorted Doughnuts, Muffins & Danishes
 Display of Fruit Yogurt & Granola
 Cinnamon Corn Meal
 Premium Puerto Rican Alto Grande Coffee, Tea
 Orange & Fruit Punch Selection

New Yorker Club - \$20.00pp

Fresh Seasonal Sliced Fruits Display
 Assorted Flavored Bagels
 Herbed Smoked Salmon Display
 with Capers, Onions & Chives
 Cream Cheese & Cottage Cheese
 Assorted Dry Cereal, Yogurt & Granola
 Premium Puerto Rican Alto Grande Coffee, Tea
 & Orange Juice

Puerto Rican Sunrise - \$20.00pp

Fresh Seasonal Sliced Fruit Display
 Guava & Pineapple Pastelillos,
 Puerto Rican Quesitos & Mayorcas
 Citrus Oatmeal or Cinnamon Rice Meal
 Sliced Pan Criollo & Butter
 Caribbean French Toast filled with
 Bananas & Strawberry w/ Maple Syrup
 Orange Juice
 Premium Puerto Rican Alto Grande Coffee



Deluxe Full American Breakfast - \$22.00pp

Display of Fresh Baked Pastries,
Muffins & Croissants
Assorted Dry Cereal
With Bananas, Berries & Milk
Display of Fruit Yogurt & Granola
Seasonal Sliced Fruits
Display of Bread, Butter & Fruit Preserves
Fluffy Scrambled Eggs, Bacon, Virginia Ham
Home Fried Potatoes
Premium Puerto Rican Alto Grande Coffee
Orange & Fruit Punch Juice

Add:

Silver Dollar Pancakes with Maple Syrup \$3
Cheese Blintzes with Passion Fruit Sauce \$3

Triathlon Healthy Buffet - \$22.00pp

Display of French Baguette & Wheat Breads
Display of Yogurts with Seasonal Sliced Fruits
with Toppings
Granola Bars & Power Bars
Home Style Oatmeal
Creamy Cinnamon Corn Meal
Traditional Citrus Rice Meal (Farina)
Scrambled Eggs with Spinach
White Scramble Eggs
Crispy Bacon
Roasted Red Bliss Potatoes with Onions & Peppers
Premium Puerto Rican Alto Grande Coffee
Fruit Punch & Vegetable Juices



Vegan- \$25.00pp

Selection of Pastries
Strawberry & Apple Oatmeal
Coconut & Cilantro Polenta (Corn Meal)
Fruit Raita in Spinach Flour Tortilla Wrap
Spicy Yukon Potatoes
With Sautéed Peppers and Onions
Gluten Free Rice Flour Dosas (Pancakes)
With Black Pepper
& Coconut Tamarind Salsa
Display of Seasonal Sliced Fruits
Premium Puerto Rican Alto Grande Coffee, Tea
& Assorted Bottled Juices

Vegetarian - \$25.00pp

Selection of Pastries
Citrus Oatmeal with Cinnamon
& Candied Walnuts
Strawberry Bananas French Toast
with Maple Syrup, Spinach & Onion Quiche
Roasted Red Bliss Potatoes with
Sautéed Portobello Mushrooms,
Peppers & Onions
Tropical Fruit Salad with Muesli
Display of Seasonal Sliced Fruits
Premium Puerto Rican Alto Grande Coffee, Tea
& Assorted Bottled Juices



Breakfast Stations

of Station Fee will depend on the attendance

\$125 Station Fee

Omelet Stations - \$9.00pp

Make the order of Eggs with a Selection of Toppings such as Peppers, Onions, Mushrooms, Tomatoes, Shredded Cheese, Ham & Bacon Bits
Display of Sliced Bread

Waffle or Pancakes Station - \$8.00pp

Make the order with a Selection of Toppings such as Butter, Fruit Preserves, Chocolate Sauce, Seasonal Berries, Whipped Cream & Maple Syrup

Honey Smoked Ham Carved Station – \$7.00pp (min. 60pp)

Dinner Rolls

Oven Baked Ham Leg Seasoned with Honey Pineapple Cloves & All Spices

Crepes Stations - \$7.00pp

Served a la Minute with Seasonal Fruit Compote with Aged Vanilla & Cinnamon with Brown sugar.

Breakfast Plated

Appetizers (Select 1 Choice)

Tropical Fruit Plate with Assorted Berries

\$5.50pp

Honey Yogurt with Granola & Strawberry Compote
served in a Martini Glass

\$5.00pp

Smoked Salmon with Capers & Onions served with
Petite Bagels & Cream

\$7.00pp

Caribbean Fruit Salad with Puerto Rican White Cheese

\$5.00pp

Seasonal Fresh Fruit Smoothie

\$4.50pp

Main Courses (Select 1 Choice)

Croissant filled with Smoked Ham & Finland Swiss
Cheese, Roasted Red Bliss Potatoes, Tricolor Pepper
and Fruit Garnish

\$14.00pp

Spinach, Onion & Bacon Quiche served with Scalloped
Potatoes & Fruit Garnish

\$13.00pp

Triple Deck Pancakes filled with Strawberry Compote,
Bananas & Maple Syrup

\$13.00pp

Caribbean French Toast filled with Banana &
Strawberry Compote Crusted with Corn Flakes and
served with Maple Syrup

\$14.00pp



Assorted Danish	\$3.00 ea
Display of Doughnuts	\$3.00 ea
Assorted Muffins	\$3.00 ea
Puerto Rican Quesitos	\$3.00 ea
NY Assorted Bagels with Cream Cheese & Preserves	\$4.00 ea
Norwegian Lox & Assorted Bagels Display	\$8.50 pp
Spanish Fluffy Tortilla	\$4.00 pp
Scrambled Eggs with Cheese	\$3.00 pp
Spinach Bacon & Onion Quiche	\$5.00 ea
Home Fried Potatoes	\$3.00 pp
Cinnamon Corn Meal	\$3.00 pp
Hot Oatmeal with Brown Sugar	\$3.00 pp
Citrus Rice Meal	\$3.00 pp
Country Sausage Links	\$3.25 pp
Apple Smoked Bacon	\$3.50 pp
Honey Cured Ham	\$3.50 pp
Display of Seasonal Sliced Fruits	\$3.50 pp
Assorted Fruit Yogurt with Granola	\$4.00 ea
Blueberry Cheese Blintzes	\$3.50 ea

Give a Break - \$4.50pp

Premium Puerto Rican Alto Grande Coffee,
Decaf & Tea

Cookie Cookie - \$10.50pp

Assorted Homemade Cookies & Brownies
Chocolate Milk, Premium Puerto Rican Alto Grande
Coffee, Assorted Soft Drinks & Bottled Spring Water

Veggie Break - \$10.00

Asparagus, Carrots, Broccoli, Celery, Cherry
Tomatoes, Mushrooms, Zucchini & Yellow Squash
Dressings: Oyster Onion Dip & Ranch

Pastries - \$10.50pp

Favorite Baked Pastries and Muffins
Premium Puerto Rican Alto Grande Coffee & Orange Juice

Polar Bars - \$11.00pp

Assorted Ice Cream Bars
Frozen Fruit Bars, Ice Cream Sandwiches,
Premium Puerto Rican Alto Grande Coffee & Tea Assorted
Soft Drinks

Viva Italia - \$17.00pp

Selection of Pizza Squares of Pepperoni, Sausages,
Vegetarian, Hawaiian & Napolitano
Tomato Basil Bruschetta, Olive Tapenade, Pastato
served with Herb Crostini
Premium Puerto Rican Alto Grande Coffee, Tea
& Assorted Soft Drinks



Petit Deli - \$14.50pp

Selection of Mini Sandwiches of Chicken Salad, Tuna
Salad, Smoked Ham & Cheese, Roasted Turkey & Swiss
on Sliced Bread
Display of Seasonal Sliced Fruits
Premium Puerto Rican Alto Grande Coffee, Tea
& Assorted Soft Drinks

Afternoon Fitness Break - \$17.00pp

Minimum 100 people

Seasonal Fruits & Berries
Roasted Peanut & Mix
Granola Bars & Energy Bars
Freshly made Lemonade
Iced Tea Display

Strawberry Break - \$18.00pp

Minimum 100 people

Strawberry Yogurt Smoothies in Shots
Strawberry Mousse on Sugar Cone
Fresh Strawberries
Strawberry Custard Tartalettes
Sparkling Strawberry Cocktail
Premium Puerto Rican Alto Grande Coffee, Tea,
Bottled Spring Water & Assorted Soft Drinks



Assorted Danishes	\$3.00 ea
Display of Doughnuts	\$3.00 ea
Assorted Muffins	\$3.00 ea
Puerto Rican Quesitos	\$3.00 ea
Croissants	\$3.00 ea
Ham & Cheese Croissants	\$4.00 ea
Norwegian Lox & Assorted Bagels Display	\$8.50 pp
NY Assorted Bagels with Cream Cheese & Fruit Preserves	\$4.00 ea
Spinach Bacon & Onion Quiche	\$5.00 ea
Sliced Roast NY Strip Loin	\$8.50 pp
Display of Seasonal Sliced Fruits	\$3.50 pp
Assorted Fruit Yogurt with Granola	\$4.00 ea
Blueberry Cheese Blintzes	\$3.50 ea
Granola Bars	\$2.00 ea
Assorted Chips	\$2.00 ea
Popcorn	\$2.00 ea
Coffee Air Pot (15 ppl)	\$15.00 ea
Premium Puerto Rican Alto Grande Coffee	\$45.00 per gallon
Orange Juice	\$40.00 per gallon
Tea (Hot Water with Tea bags)	\$36.00 per gallon
Sweetened or Unsweetened Iced Tea	\$39.00 per gallon



Brunch

100ppl Minimum

Station Fee - \$125.00

Brunch Magnific! - \$45.00pp

Virgin Bloody Mary or Caribbean Fruit Punch

Selection of Petit Greens & Variety of Toppings & Dressings

Oriental Citrus Chicken Salad

Primavera Pasta Salad

Caprese Salad with Aged Balsamic Reduction

Cold Cuts & International Cheese Display

Display of Seasonal Sliced Fruits & Berries

Ultimate Omelets & Egg to Order Station & Pasta

(2 Station Fee Charges will Apply)

Served with Home Fried Potato, Apple Smoked Bacon

Pancakes with Maple Syrup & Variety Bread

Roasted Tenderloin of Beef served with
Wild Mushroom Sauce

Herb Marinated Turkey Breast served
with Au' Jus Saffron Rice

Buttered Asparagus & Carrots

Cold Cuts & Cheese Displays

Italian Antipasto - \$9.00pp

Display of Marinated Vegetables: Mushrooms, Artichokes, Zucchini, Squash, Pepperoni & Olives with Sliced Prosciutto, Salami Genoa, Mortadella & Garlic Bread

International Cheese Display - \$10.00pp

Selection of Cheeses: Blue Cheese, Swiss Edental Gouda, Italian Gorgonzola, Manchego & French Brie served with Tropical Fruit Garnish, Baked Baguettes & Specialty Crackers

International Cold Cuts - \$14.00pp

Selection of International Cold Cuts Sliced: Roasted Beef, Pastrami, Smoked Ham, Salami, Mortadella, Roasted Turkey Breast & Smoked Salmon served with Assorted Baked Rolls, Specialty Crackers, Remoulade & Grain Mustard



Box Lunches or in Display

**Assorted Chips, Water or Soda included*

Build your Selection - \$23.00pp

- ~ **Grilled Chicken Sandwich** - Served with Lettuce, Tomatoes, Swiss Cheese on Pretzel Bread
- ~ **Roast Beef Sandwich** - Sliced Roast Beef served with Goat Cheese & Roasted Pepper Spread on Baguette
- ~ **Cured Pastrami** - Combination of Pastrami & Cured Ham served with Swiss Cheese, Roasted Tomatoes & Basil Essences on Ciabatta Bread
- ~ **Turkey Club** - Smoked Turkey & Apple Smoked Bacon served with Swiss Cheese, Lettuce & Tomato on Hoagie Wheat Bread
- ~ **Chicken Caesar Wrap** – Sliced Chicken Breast mixed with Creamy Caesar, Romaine Lettuce, Red Cabbage & Shredded Carrots with Parmesan Cheese on Spinach Flour Tortilla
- ~ **Mediterranean Vegetarian Wrap** – Sundried Tomato Pesto served with Roasted Vegetables, Fresh Basil, Lettuce, Tomatoes & Feta Cheese on Wheat Flour Tortilla
- ~ **Tuna Salad Wrap** – Classic Tuna Salad Mixed with White & Red Cabbage, Shredded Carrots & Roma Tomatoes served on White Flour Tortilla
- ~ **Tuna Hoagie** - Tuna Salad with Lettuce & Tomatoes on Soft Hoagie Bread
- ~ **Chicken Salad Wrap** – Creamy Chicken Salad Mixed with Peppers, Onions & Mustard Remolade, Cabbage Slaw, Wrapped in White Flour Tortilla

Select one of the following:

- ~ Whole Fresh Fruit
- ~ Seasonal Fresh Fruit Cocktail
- ~ Coleslaw
- ~ Tri Color Bowtie Pasta Salad
- ~ Roasted Red Bliss Potato Salad
- ~ Roasted Vegetable Salad

Select one of the following:

- ~ Assorted Homemade Cookies
- ~ Granola Bars



\$4.00 per piece

HOT

- Puerto Rican Mini Cheese Patty
- Mini Meat Patty
- Mini Chapin Patty
- Ropa Vieja Filled Plantain Cup
- Ripe Plantain filled with meat (*Piononitos*)
- Yuca Fritters with Mango Papaya Chutney
- Beef or Chicken Skewers
- Chicken Chicharrones with Mojito Isleño
- Chicken Confetti Tempura with Peanut Sauce
- Ham and/or Chicken Croquettes
- Coconut Sesame Crusted Chicken Satay with Mango Spice Sauce
- Combination of Chorizo Italiano, Hot Sauce & Black Sausages Covered
- Vegetarian Pot Stickers with Soy Sauce



- Pacific Loin of Pork on Banana Croutons
- Churrasco & Monterrey Jack Quesadillas
- Pork Satays with Tamarind Glaze
- Mint & Mustard New Zealand Lamb Chop with Balsamic Glaze
- Petit Beef Wellington with Wild Mushrooms Duxelle
- Beef Picadillo on Crispy Arepas
- Mini Crab Cakes with Corn & Black Bean Relish
- Crabmeat Creole on Plantain Cup
- Crabmeat Salmorejo with Half Arepa
- Shrimp Jambalaya
- Crispy Coconut Shrimp with Pineapple Recaito Salsa
- Shrimp & Scallop Coconut Curry on Tartelette
- Puerto Rican Cheese with Guava slices Skewers

COLD

- Raisin Onions & Mussels Confit
- Chilled Red Bliss Potatoes with Crème Fraiche & Caviar
- Prosciutto Ham & Honey Dew Melon on Focaccia Crouton
- Pita Triangle with Roasted Tricolor Pepper & Goat Cheese
- Mini Brie Cheese & Papaya Salsa on Brioche
- Boursin Cheese & Apricot Glaze with Walnuts on Fillo Cups



- Petit Bouche with Apple Smoked Turkey & Cranberry Mayo
- Smoked Chicken Mousse with Mango Relish
- Alioli Sweet Chili Crab Mousse with Cilantro on Melba Toast
- Sweet Chili Pineapple Shrimp Shots
- Puff Chilled Shrimp with Cream & Cocktail Sauce on Tartellette
- Smoked Scallop with Kiwi Cajun Cream
- Lobster Medallions with Vanilla Volute on Crouton
- Spanakopitas filled with Spinach & Feta

BUFFET MEALS



New York Style Deli Buffet - \$28.00pp

Soup of the Day
Mixed Greens Salad with Selection of Dressings
Fusilli Pasta Salad with Pesto Essences
Marinated Mushroom Salad
Relish Tray of Celery, Carrot, Olives & Pepperoni
Deli Platter: Smoked Ham, Turkey; Salami, Swiss, Cheddar
and American Cheese
Assorted Rolls and Bread, Assorted Potato Chips,
Display of Lettuce, Tomatoes, Onions, Mustard,
Mayo & Horseradish
Petit Display of Flan, Coffee Mousse,
Raspberry Panna Cotta
Premium Puerto Rican Alto Grande Coffee,
Tea and Bottled Spring Water

Deluxe Buffet - \$39.00pp

Potato Leek Soup
Tomato & Buffalo Mozzarella Salad
Artichoke & Heart of Palm Salad
Tortellini Primavera
Mixed Green Rainbow Salad with a Selection of Dressings
Display of Cold Cuts: Sliced Pork Loin, Roast Beef & Chicken
Breast
Imported and Domestic Cheese Display
Lettuce, Tomatoes, Onions, Ground Mustard, Saffron
Mayonnaise & Creamy Horseradish
Hoagies, Baguettes, Kaiser Rolls, Wheat Bread
Cheesecake Bar with a variety of Tropical Fruit Compotes
Premium Puerto Rican Alto Grande Coffee,
Tea and Bottled Spring Water



San Juan Buffet - \$30.00pp

(Minimum 25pp)

Cream of Cassava (Yuca)
Mesclun Salad with Carrots, Beets, Corn, Croutons &
Parmesan Cheese
Tomato & Cucumber Salad
Balsamic Vinaigrette / French Dressings
London Broil with Mushroom Sauce or Rosemary Pork loin
Medallion with Ivory Sauce
Roasted Garlic Mashed Potatoes
Buttered Medley Vegetables
Pilaf Rice
Seasonal Sliced Fruit Salad with Ambrosia
served on Martini Glass,
Vanilla Cheesecake
Premium Puerto Rican Alto Grande Coffee,
Tea and Bottled Spring Water



(Minimum 25pp)

Isla Grande Buffet - \$30.00pp

Cream of Pumpkin
Mixed Greens Salad with Carrots, Beets, Corn,
Croutons & Parmesan Cheese
Roasted Red Bliss Potato Salad
Chicken Rebosado with Lemon Caper Sauce or
Chicken Marsala
Cilantro Rice
Roasted Vegetables Ratatouille
Malanga Mash with Olive Oil
Apple Strudel
Chocolate Cake
Premium Puerto Rican Alto Grande Coffee,
Tea and Bottled Spring Water

International Buffet - \$35.00pp

Pumpkin Soup with Nutmeg & Honey Essences
Mixed Greens Salad with Julienne Carrots & beets served with
Balsamic Vinaigrette & Ranch Dressings
Tomato Cucumber Salad
Roasted Vegetable & Fried Cheese salad
Spicy Chicken Salad with Grilled Pineapple
Ambrosia Fruit Salad with Mint
Roasted Rosemary Pork loin with Cabernet Demi
Baked Salmon with Onion Veloute
Greek Basmati Rice
Potato Au Gratin
Julianne Vegetables
French Vanilla Pudding & Oreo Cheesecake
Blueberry & Vanilla Rum Panna Cotta on Martini Glass
Premium Puerto Rican Alto Grande Coffee,
Tea and Bottled Spring Water



Fusion Buffet - \$35.00pp

French Onion Soup with Herb Croutons
 Garden Greens Salad with Toppings Cesar Dressing &
 Passion Fruit Vinaigrette
 Pesto Potato Salad with Green Beans & Vidalia Onions
 Codfish Serenade
 Chayote & Cilantro Slaw
 Eggs & Elbows Pasta Salad
 Veal Genoblise served with Creamy Mushroom
 & Caper Sauce
 Roasted Citrus & Thyme Turkey Breast
 with Cranberry Glaze
 Spanish Chorizo, Peas & Saffron Rice
 Medley Vegetables with Glazed Carrots &
 Garam Masala Essences
 Apple Struddle & Cheese Flan
 Double Chocolate Mousse served on Martini Glass
 Premium Puerto Rican Alto Grande Coffee,
 Tea and Bottled Spring Water



(Minimum 25pp)

Latin Buffet - \$37.00 pp

Shrimp Stew
 Iceberg Salad with Apples, Nuts, Feta Cheese served with Red
 Wine Vinaigrette & Lemon Vinaigrette
 Tomato, Cucumber & Beet Salad with Mandarin Vinaigrette
 Green Papaya & Pineapple Salad
 Asparagus & Roasted Red Bliss Potatoes Salad
 Crabmeat & Pasta Salad with Sweet Chili Cilantro
 Ribeye Steak with Tamarind BBQ Glaze
 Seared Chicken Breast with Mustard Cream Sauce
 Congrí Rice with Roasted Bell Peppers & Cumin
 Caribbean Eggplant, Zucchini & Squash stew with Sofrito
 Cassava Chips with Roasted Garlic
 Churros with Hot Chocolate Coating
 Coconut Guava Flan
 Pistachios Tres Leches Cake
 Premium Puerto Rican Alto Grande Coffee,
 Tea and Bottled Spring Water



Tierra Adentro Buffet - \$40.00pp

Mixed Greens with Variety of Toppings & 2 Dressings
 Sweet Plantain & Pesto Salad
 Calico Beans Salad
 Red Bliss Potato Salad
 Pigeon Peas Soup
 Boneless Chicken Fricassee
 Roasted Pernil with Passion Fruit Relish
 Baked Grouper with Alioli Onion Sauce
 Mamposteano Rice
 Cassava al Mojo Isleño
 Chocolate Marble Cake
 Carrot Cake
 Vanilla Flan
 Premium Puerto Rican Alto Grande Coffee,
 Tea and Bottled Spring Water



Caribbean Buffet - \$40.00pp

Mesclun Salad with Tropical Fruits, Toasted Coconut, Almond
 & Herb Croutons. Mango Dressings & Guava Vinaigrette.
 Tomato, Cucumber Salad with Tamarind Vinaigrette.
 Western Potato Salad
 Chicken Soup
 Grilled Churrasco with Chimichurri
 Roasted Turkey Breast with Jambalaya Guava Sauce
 Baked Mahi Mahi with Creole Sauce
 Rice Pilaf
 Medley Buttered Vegetables
 Vanilla Cheesecake
 Tres Leche served on Martini Glass
 Chocolate Cake
 Premium Puerto Rican Alto Grande Coffee,
 Tea and Bottled Spring Water



Mediterranean Buffet - \$42.00pp

Caesar Salad Station with Herb Croutons
& Parmesan Cheese
Caprese Salad
Antipasto Salad
Artichoke & Heart of Palm Salad
Minestrone Soup
Beef Lasagna with Basil Béchamel
Chicken Parmesan with Fresh Tomato Sauce
Tortellini Carbonara
Salmon Fillet with Vodka Sauce
Rici Bici Rice
Tiramisú & Strawberry Fragole Cup
Torta de la Nona
Premium Puerto Rican Alto Grande Coffee,
Tea and Spring Water



El Morro Buffet - \$45.00pp

Caribbean Cassava & Crabmeat Chowder
Salad
Rainforest Salad with Pineapple, Papaya, Mango, Melon,
Coconut Toasted Almonds & Passion fruit Vinaigrette
Codfish Serenade
Baked Yellow Plantain & Scallions with Basil Pesto
Vinaigrette
Calico Trio Beans Salad with Cilantro Vinaigrette
Red Hook Snapper with Barrilito Rum & Lemon Sauce
Rosemary & Sugar Cane Pork loin with Coffee Glaze
Ron de Pollo Breast Marinated with Tarragon & Creamy
Lobster Sauce
Saffron Rice with Roasted Peppers & Sundried Tomatoes
Cilantro Polenta
Pumpkin Cazuela Mousse on Martini Glass
Coconut Flan
Chocolate Rum Cake
Premium Puerto Rican Alto Grande Coffee,
Tea and Spring Water



Plated

Our Plated service includes Soup, Entrée and Dessert, Fresh Baked Rolls and Butter, Premium Puerto Rican Alto Grande Coffee and Decaffeinated Tea and Bottled Spring Water.

Daily Special: Make your own selection of Soup, Main Course and Dessert for \$28.00pp

Soups

Yautía Potage with drizzled Cilantro Oil
 Cream of Plantain with Crispy Arañitas
 Cream of Pumpkin with Toasted Almond

Main Course

Chicken Marsala with Mushroom Ragout, Rici Bici Rice & Julienne Vegetables
 Seared Chicken Breast with Barolo Sauce, Herb Risotto & Roasted Vegetable Ratatouille
 Rosemary Chicken with Lemon Demi Sauce, Onion Rice & Vegetables
 Chicken Rebosado with Lemon Caper & Mushroom Sauce, Pilaf Rice & Julienne Vegetables
 Seared Chicken Breast with Mango Papaya Chutney, Cilantro Rice & Amarillos

Desserts

Vanilla Flan with Berries Compote
 Guava Cheesecake with Chocolate Mint Sauce
 Tropical Fruit Tartlet with Bavarian Cream & Raspberry Sauce*

*Only for groups up to 200 people



Chicken Saltimbocca - \$30.00pp

Soup

Smoked Tomato Soup with Chorizo Confit

Main

Chicken Saltimbocca Covered with Prosciutto Ham & Sage
with Citrus Au Jus Rici Bici Rice, Roasted Vegetables.

Dessert

Grand Marnier Creme Brulée with Wild Berries



Turkey Roulade - \$30.00pp

Soup

Potato Leek Soup with Chiffonade

Main

Turkey Roulade filled with Cuban Fufú, Basmati Rice mixed
with Dried Fruits & Herbs served with Medley Vegetables

Dessert

Apple Crumbs Soufflé with Crème Anglaise



Tornado Churrasco - \$34.00pp

Soup

French Onion Soup

Main

Tornado Churrasco Covered with Bacon, Malanga Mash
with Virgin Olive Oil, Julienne Vegetables,
Chimichurri & Balsamic Essences

Dessert

Chocolate Tres Leche served with Wild Berries

Fillet Mignon - \$38.00pp

Soup

Porcini Mushroom Potage

Main

Fillet Mignon with Diane Demi-glace, Roasted Garlic &
Red Bliss Mashed Potatoes & Baby Vegetables

Dessert

French Bread Pudding served with
Passion Fruit Glaze & Berries

Add your Lobster Tail 7oz or Duo Jumbo Shrimps Alioli - \$20.00pp

Rosemary Roasted Pork Loin - \$32.00pp

Soup

Yautia Potage with Drizzled Cilantro Oil

Main

Rosemary Roasted Pork Loin served with Potato Au Gratin,
Medley Vegetables & Caribbean Fruit Relish

Dessert

Coconut Flan served with Chocolate Sauce
& Mint Whipped Cream

Herb Corn Crusted Grouper Fillet - \$32.00pp

Soup

Cassava Bisque with Poppy Seed

Main

Herb Corn Crusted Grouper Fillet served with
Mamposteo Rice, Roasted Vegetables & Creole Sauce

Dessert

Creamy Cheese Flan with Pineapples & Berries Compote

Asiago Salmon Fillet - \$35.00pp

Soup

Asparagus Soup with Red Pepper Coulis

Main

Asiago Salmon Fillet Marinated with Dill, Duchesse Potato,
Baby Vegetables & Creamy Velouté

Dessert

French Bread Pudding served with
Passion Fruit Glaze & Berries



Plate Up

Enhance your Menu

Salads

- \$8.00 Traditional Caesar Salad with Herb Croutons & Parmesan Cheese
- \$12.00 Organic Greens with Tropical Fruits, Shredded Coconut Carrots & Toasted Almonds with Guava Vinaigrette
- \$10.00 Spinach Salad with Crispy Pancetta, Mandarins & Hibiscus Raspberry Rum Vinaigrette
- \$10.00 Mesclun Salad with Tomato, Cucumber, Curly Carrots & Beets with Roasted Pepper & Red Wine Vinaigrette
- \$12.00 Mediterranean Salad with Black Olives, Roma Tomatoes, Feta Cheese with Herb Crostini & Aged Balsamic Vinaigrette

Appetizers

- \$12.00 Pistachio Double Lamb Chop served with Green Papaya Confit & Tamarind Glaze
- \$10.00 Fiery Crab Imperial with Sesame Jicama Slaw & Sweet Chili Sauce
- \$12.00 Lobster Noisette served with Rosemary Cream & Carrot Onion & Leek Chiffonade

Special menus available upon request: Vegan, Kosher, Gluten-free, etc.



Stations & Live Stations

of Station Fee will depend on the attendance of the F&B functions
Minimum 50 persons per station



SALAD STATIONS

\$125 Station Fee

International - \$18.00pp

- Selection of Greens & Salad served with a Variety of Toppings & 2 Choices of Dressing:
 - Cabernet Wine Vinaigrette, Creamy Caesar Dressing & Aged Balsamic Vinaigrette
- Roasted Vegetables & Artichoke Salad
- New Potato Bliss & Apple Smoked Bacon Salad
- Cilantro Calico Beans & Grains Salad
- Jerk Chicken Salad
- Crabmeat & Pasta Salad

El Yunque Rain Forest St. - \$16.00pp

- Local Selection of Green served with Toasted Almonds, Coconut, Tropical Fruits &
- Herbs Croutons with your Choice of 2 Dressings & Garlic Bread
- Codfish Serenata
- Pasta Salad
- Yuca al Mojo Isleño
- Guineños en Escabeche
- Yellow Plantain & Cilantro Pesto Salad

COCKTAIL STATIONS

\$125 Station Fee

Criolla Station - \$18.00pp

- Longaniza Sausages, Chorizo, Chicken, Seafood, Roasted Peppers & Sofrito with Yellow Rice, Pigeon Peas & Coconut Milk

Puerto Rican Station - \$18.00pp

- Pasteles, Cassava al Mojo, Morcillas, Crabmeat Salmorejo served with Coconut Arepas and Chicken Creole

Caribbean Grill - \$18.00pp

- Sofrito & Papaya Marinated Skirt Steak & Whole Herb Corn Crusted Side of Mahi Mahi carved to order with BBQ Sauce, Tropical Fruit Relish & St. Louis Sauce

Martini Mashed Potato Bar - \$18.00pp

- Roasted Garlic Red Bliss, All Spice Sweet Potato, Caribbean Malanga mashed accompanied by Seafood Creole, Chicken Salpicon or BBQ Churrasco Strips

Stations & Live Stations

of Station Fee will depend on the attendance of the F&B functions

Minimum 50 persons per station

ACTION STATIONS

\$125 Station Fee

Sushi & Sashimi Station - \$27.00pp

- California, Spicy Tuna, Philadelphia, EEL, Shrimp Rolls, Ahi Tuna, Salmon, Sashimi served with Pickled Ginger, Wasabi, Teriyaki & Soy Sauce
- Served with: Seaweed Salad, Squid Salad, Thai Beef Salad, Crispy Yuca, Pineapple & Chilies Salad

Stir Fry & Chow Mein Station - \$16.00pp

- Soy Thai Beef & Chicken Strips cooked with Oriental Vinaigrette, Peppers, Onions, Carrots, Water Chestnuts & Candied Walnuts served with Steamed Rice & Soba Noodles

Mexican Bar Stations - \$16.00pp

- Seasonal Beef Fajitas & Chicken Fajitas served with Shredded Lettuce, Diced Tomatoes, Black Olives, Pico de Gallo, Sour Cream, Guacamole & Cheddar Cheese
- Flour Tortillas & Spicy Nacho Chips

Gourmet Pasta Station - \$17.00pp

- Penne Rigate, Fusilli & Tri Color Tortellini Pasta served with Alfredo Sauce & Marinara Sauce
- Toppings: Chicken, Shrimps, Ham, Bacon, Parmesan, Tomato, Onions, Peppers & Garlic served with Garlic Bread

Frituras al Fogón - \$16.00pp

- Fried A la Minute, Alcapurrias, Piononos, Cheese Sorullos, Chicken Tacos, Coconut Arepas served with Aioli & Tomato Salsa

The Game BBQ - \$28.00pp

- Beef Churrasco, Chicken Breast, Shrimp Pinchos, Burgers, Hot Dogs
- Accompanied with Spicy Steak Potatoes, Corn on the Cob, Chili, Sauerkraut, Cheese, Lettuce, Tomato, Onions & Bread
- Jack Daniels BBQ vs. Guava Cattleman Sauce

Poseidon Bar \$22.00pp

- Tangy Cocktail Sauce & St. Louis Mayo
- Half Shell Oysters
- Crab Cabs
- Gulf Shrimps
- Black Mussels

Norwegian - \$7.00pp

- Smoked Salmon Display served with Diced Onions, Capers, Eggs, and Toast Points



Stations & Live Stations

of Station Fee will depend on the attendance of the F&B functions

Minimum 50 persons per station

CARVING TO ORDER

Carving Board - A Carving Fee of \$125.00 will apply for carver items in 3 Hrs service time

Honey Glazed Virginia Ham - \$7.00pp – \$280.00 whole piece (serves 40 pp)

- With Grain Mustard, Pineapple Chutney & Assorted Rolls

Roasted Pernil - \$8.00pp - \$280.00 whole piece (serves 40 pp)

- With Chimichurri & Assorted Rolls

Whole Roasted Turkey - \$10.00pp - \$300.00 whole piece (serves 30pp)

- With Lingberry Mayonnaise & Assorted Rolls

Sesame Crusted Tuna Sashimi - \$10.00pp - \$300.00 whole piece (serves 30pp)

- With Oriental Basil Tomato & Ginger Relish

Plantain Crusted Grouper Filet with Creed Sauce- \$12.00pp- \$360 whole piece (serves 30pp)

Herb Corn Crusted Sea Bass with Papaya Aioli Salsa - \$16.00pp \$320.00 whole piece (serves 20pp)

Baked Salmon covered in Shredded Filo Fillet with Spinach & Nuts with Lemon Capers & Mushroom Sauce - \$12.00pp - \$240.00 whole piece (serves 20pp)

Roasted Boneless Legs of Lambs - \$330.00 whole piece (serves 30pp)

- With Mango Papaya Chutney \$11.00pp

Herb Crusted Sirloin of Beef- \$14.00pp - \$420.00 whole piece (serves 30pp)

- With Grain Mustard & Horseradish & Assorted Rolls

Diane Roasted Prime Ribs - \$14.00pp - \$420.00 whole piece (serves 30pp)

- With Au Jus & Porto Glaze & Assorted Rolls

Puff Tenderloin of Beef filled - \$14.00pp - \$280.00 whole piece (serves 20pp)

- With Exotic Mushroom Duxelle served with Honey Coffee Demi-Glace & Assorted Rolls

Mahi Mahi on Croute filled - \$10.00pp - \$300.00 whole piece (serves 30pp)

- With Onion Leek & Guava Confit served with Spicy Cream

Rosemary Roasted Pork Loin filled - \$15.00pp - \$300.00 Whole piece (serves 20pp)

- With Cassava Mofongo & Creole Sauce

Whole Roasted Pork - \$8.00pp - \$800.00 whole piece (serves 100pp)

- Slowly cooked on a Spit over Charcoal & Garlic Bread

Hand Carved Roasted Top Round of Beef - \$8.00pp - \$400.00 whole piece (serves 150pp)

- With Assorted Rolls Horseradish Remolade and Dijon Mustard

Stations & Live Stations

of Station Fee will depend on the attendance of
the F&B functions

Minimum 50 persons per station

DESSERT STATIONS

\$125 Station Fee



International - \$13.00pp

Selection of Petit Sweet Creations

- Coconut Bruleé Tarts
- Raspberry & Chocolate Mint Panna Cotta
- NY Cheese Cake
- Chocolate Decadence Cake
- Aged Vanilla Custard

Mini Puertorrican - \$12.00pp

Mini Puerto Rican Sweet Station

- Sweet Papaya Relish with Puerto Rican Cheese
- Creamy Cheese Custard
- Bienmesabe
- Coconut Tembleque Shot
- Pumpkin Pudin

Candy! Candy! - \$14.00pp (Station Fee)

Combination of Chef Mini Creations
& Live Flambé Station served with Ice Cream

- NY Cheese Cake
- Chocolate Decadence
- Vanilla Custard
- Selection of Tropical Fruits Compotes Flambé with Puerto Rican Rum & Spices served with Ice Cream

AFTERNOON & MIDNIGHT STOP

Buttler Pass or In Display

Asopao - \$6.00pp

Chicken Asopao or Pigeon Peas Asopao

Angus Sliders - \$6.00ea

Angus Mini Sliders in Brioche with: Cheddar Cheese, St. Louis Sauce, Lettuce & Tomato, Swiss Cheese w/Oriental Slaw & Vegetarian Patty w/Caramelized Balsamic Onion

Mini Tripletas - \$6.00ea

Turkey, Pastrami & Ham Tripletas, Cole Slaw with Potato Sticks

Mini Cubano Sandwich - \$6.00ea

Hosted By the Hour

	House Brands	Premium Brands	Beer & Wine	Non-Alcoholic
First Hour	\$16	\$18	\$14	\$14
Second Hour	\$14	\$16	\$12	\$12
Third Hour	\$12	\$14	\$10	\$10
Additional Hour	\$12	\$14	\$10	\$10

- House Brands: Smirnoff or Absolut Vodka, Beefeater Gin, Bacardi & Bacardi Limón Rum, Dewar's White, Medalla Beer, Red Wine Sycamore Lane, White Wine Sycamore Lane Chardonnay*
- Premium Brands: Absolut Vodka, Grey Goose Vodka, Dewar's 12 years, Chivas, Jack Daniels, Tanqueray Gin, Bacardi Rum, Don Q Rum, Tequila Sauza, Passoa, Kahlua, Midori, Baileys, Medalla Beer, Sycamore Lane Merlot, Sycamore Lane Cabernet, Sycamore Lane Chardonnay*
- Beers & Wine: Medalla Beer, Sycamore Lane Merlot, Sycamore Lane Cabernet, Sycamore Lane Chardonnay*
- Non-Alcoholic: Assorted Sodas, Bottled Water, Juices and Virgin Frozen Drinks (Piña Colada/Frappes)

The amount charged is on a per person basis in accordance with the attendance guarantee or the actual attendance if higher with unlimited consumption for a specific length of time. Prices are subject to a 20% Facility Fee & 7% of Sales Tax.

*Brands may vary upon availability



Cash Bar

Cocktails / Premium Cocktails	\$8 / \$9	Medalla Beer	\$4
Wine by the Glass	\$7	Other Domestic & Imported Beers	\$5
Blended Tropical Drinks, Cordials & Liqueurs	\$9.50	Soft Drinks/Water	\$3

One bartender will be provided for every 75 guests at \$100 for the first three hours and \$25 for each additional hour. Once reached \$500 in revenue, bartender charges will be waived. Cash bar includes Facility Fee.

Host Sponsored Bar

Cocktails / Premium Cocktails	\$8 / \$9	Medalla Beer	\$4
Wine by the Glass	\$7	Other Domestic & Imported Beers	\$5
Blended Tropical Drinks, Cordials & Liqueurs	\$9.50	Soft Drinks/Water	\$3

Charges are based on a per drink basis reflecting the actual number of drinks consumed. Our Bartender utilizes a 1 1/4oz. jigger for standard drinks. Prices are subject to 20% Facility Fee & 7% of Sales Tax. One bartender will be provided for every 75 guests at \$100 for the first three hours and \$25 for each additional hour. Once reached \$500 in revenue, bartender charges will be waived.

Corkage Fee is based on a 50% of our Selling Price + 20% Facility Fee

**Brands may vary upon availability*



GIN

<i>Beefeater</i>	65
<i>Tanqueray</i>	70
<i>Bombay</i>	70

WHISKEY

<i>Cutty Sark</i>	70
<i>Dewars White Label</i>	75
<i>Jack Daniels/ Jack Daniels Honey</i>	75
<i>Chivas</i>	80
<i>Cutty Black</i>	80
<i>Dewars 12yr</i>	85
<i>Black Label</i>	90

COGNAC

<i>Courvoisier V.O.S.P.</i>	95
<i>Remy Martin V.O.S.P.</i>	95
<i>Remy Martin X.O.</i>	350

RUM

<i>Bacardi Light</i>	48
<i>Bacardi Apple, Coco, Limon, Razz</i>	50
<i>Don Q Crystal</i>	50
<i>Bacardi Gold</i>	50
<i>Bacardi Oakheart</i>	50
<i>Don Q Gold or Limón</i>	52

VODKA

<i>Smirnoff</i>	60
<i>Finlandia</i>	65
<i>Absolut</i>	65
<i>Stolichnaya</i>	65
<i>Grey Goose</i>	110

TEQUILA

<i>Cuervo Gold</i>	60
<i>Cuervo Gold 1800</i>	80
<i>Sauza Conmemorativo</i>	70
<i>Sauza Tres Generaciones</i>	125

LIQUOR

<i>Crème Cassis</i>	60
<i>Sour Apple</i>	60
<i>Peach Schnapps Mohawk</i>	45
<i>Dry Vermouth</i>	
<i>Sweet Vermouth</i>	45
<i>Triple Sec Esprit</i>	45
<i>Blue Curacao Mohawk</i>	45
<i>Melon</i>	45
<i>Apple Pucker</i>	60

CORDIAL

<i>Amaretto DiSaronno</i>	60
<i>Baileys Irish Cream</i>	65
<i>Grand Marnier</i>	65
<i>Frangelico</i>	65
<i>Kahlua</i>	65
<i>Sambuca</i>	65
<i>Midori</i>	65
<i>Passoa</i>	60
<i>Cointreau</i>	65

PORTO

<i>Dow's Ruby Porto</i>	75
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BEER

<i>Medalla 10 oz.</i>	4
<i>Coors Light 10 oz.</i>	4
<i>Coors Light 12 oz.</i>	5
<i>Corona</i>	5
<i>Buckler</i>	5
<i>Bud Light</i>	5
<i>Heineken</i>	
<i>Heineken Light</i>	5
<i>Peroni</i>	5
<i>Stella Artois</i>	5

*Brands may vary upon availability

DRINKS BY GALLONS

<i>Red Sangría</i>	75
<i>White Sangía</i>	75
<i>Mimosa</i>	70
<i>Passionate</i>	70
<i>Margarita</i>	80
<i>Bellini</i>	75
<i>Rum Punch</i>	60
<i>Mojito</i>	75

NON-ALCOHOLIC BEVERAGES

<i>Soft Drinks</i>	3
<i>Veryfine Juices</i>	3
<i>Dasani 20 Oz.</i>	3
<i>Mineral Water</i>	3
<i>Red Bull</i>	4
<i>O'Doul's</i>	5
<i>Water Bubbler w/5 Gallons</i>	75
<i>Water Bubbler Refill (5 Gallons)</i>	25

JUICES BY GALLONS

<i>Orange Juice</i>	40
<i>Fruit Punch</i>	45
<i>Cranberry Juice</i>	45
<i>Apple Juice</i>	60
<i>Lemonade</i>	45

FROZEN DRINKS BY GALLONS

<i>Virgin Piña Colada</i>	50
<i>Piña Colada</i>	60
<i>Virgin Strawberry Daiquiri</i>	50
<i>Strawberry Daiquiri</i>	60
<i>Mango Madness</i>	60
<i>Passionate Daiquiri</i>	60

*Brands may vary upon availability



CHAMPAGNE & SPARKLING WINE

<i>Cidra La Gaita</i>	24
<i>Vallformosa – Cava</i>	32
<i>Cristalino Brut</i>	34
<i>Cristalino Rose</i>	34
<i>Castell Blanch Brut</i>	32
<i>Seguras Viuda Brut</i>	36
<i>Lunetta Prosecco</i>	34
<i>Dargent Brut</i>	36
<i>Veuve Clicquot Brut</i>	105
<i>Piper Heidsieck Brut</i>	87
<i>Piper Heidsieck Rose Sauvage</i>	110
<i>Dom Pérignon Brut</i>	290

WHITE WINE

<i>Sycamore Lane Chardonnay</i>	34
<i>Main Street Chardonnay</i>	37
<i>Main Street Sauvignon Blanc</i>	37
<i>Napa Cellars Chardonnay</i>	49
<i>Napa Cellars Sauvignon Blanc</i>	47
<i>Pazo de Señorans Albariño</i>	45
<i>Montevina Pinot Grigio</i>	38
<i>Lindeman's Chardonnay</i>	38
<i>La Playa Chardonnay</i>	35
<i>Curato Verdejo</i>	38
<i>Trivento Sauvignon Blanc & Chardonnay</i>	36
<i>Fuzion Chenin & Chardonnay</i>	36
<i>Frei Brothers Reserve Chardonnay</i>	49
<i>Polka Dot Riesling</i>	38

BLUSH WINE

<i>Sycamore Lane White Zinfandel</i>	34
<i>Sutter Home White Zinfandel</i>	34



RED WINE

<i>Trivento Golden Reserve Malbec</i>	56
<i>Nieto Senetiner Reserve Malbec</i>	36
<i>Penfolds Koonunga Hill Shiraz & Cabernet</i>	36
<i>Rosemount Shiraz</i>	38
<i>La Playa Cabernet Sauvignon</i>	36
<i>Sycamore Lane Merlot</i>	34
<i>Sycamore Lane Cabernet</i>	34
<i>Sycamore Lane Pinot Noir</i>	34
<i>Main Street Merlot</i>	37
<i>Main Street Cabernet</i>	37
<i>Main Street Pinot Noir</i>	37
<i>Napa Cellars Merlot</i>	49
<i>Napa Cellars Cabernet</i>	49
<i>Mirassau Pinot Noir</i>	36
<i>Cooperdige Merlot</i>	34
<i>Frei Brothers Reserve Cabernet</i>	49
<i>Chateau Lavergne Dulong</i>	38
<i>Chateau Coufran</i>	72
<i>Clisos Tempranillo</i>	36
<i>Curato Tempranillo</i>	37
<i>Torres Ibéricos</i>	37
<i>Ramon Bilbao Crianza</i>	38
<i>El Arte de Vivir</i>	40

*Brands may vary upon availability

Level I



Level 1	Area	Length	width	height	area	length	width	height	theater	banquet	reception	classroom
Exhibit Hall (Total)	152,700	268	574	30	14,186	82	175	9.1	16,965	12,710	16,075	8,727
Exhibit Hall A	40,500	268	152	30	3,762	82	46	9.1	4,499	3,370	4,264	2,793
Exhibit Hall B	71,300	268	270	30	6,624	82	82	9.1	7,921	5,930	7,506	4,920
Exhibit Hall C	40,900	268	152	30	3,800	82	46	9.1	4,544	3,400	4,306	2,820
Meeting Rooms (Total)	14,900	-	-	18	1,384	-	-	5.5	-	-	-	-
Meeting Rm 101 (Total)	3,200	60	60	16	297	18	18	4.9	286	160	337	180
101-A	1,600	59	30	16	149	19	9	4.9	144	80	168	96
101-B	1,600	61	30	16	148	18	9	4.9	144	80	168	96
Meeting Rm 102 (Total)	3,800	49	89	16	353	15	27	4.9	306	170	400	195
102-A	1,300	47	29	16	121	14	9	4.9	129	60	137	63
102-B	1,300	49	30	16	121	15	9	4.9	129	60	137	76
102-C	1,200	51	30	16	111	16	9	4.9	107	50	126	76
Meeting Rm 103 (Total)	3,100	60	58	16	288	18	18	4.9	264	160	337	180
103-A	1,500	60	30	16	139	18	9	4.9	152	80	168	96
103-B	1,600	60	28	16	149	18	9	4.9	152	80	168	96
Meeting RM 104 (Total)	4,800	60	90	16	447	18	27	4.9	418	240	505	288
104-A	1,500	60	31	16	140	18	9	4.9	144	80	158	96
104-B	1,700	60	30	16	158	18	9	4.9	144	80	179	96
104-C	1,600	60	30	16	149	18	9	4.9	144	80	168	96
Concourses	9,564	-	-	-	888	-	-	-	-	-	-	-
Prefunction	4,826	-	-	-	448	-	-	-	-	-	-	-

Exhibit Hall

Total Exhibit Space: 152,700sq ft/14,186sq m

Exhibit Halls: main hall subdivides into three halls : one at 40,900 gross sq ft/3,800 gross sq m, one at 40,500 gross sq ft/3,762 gross sq m, and one at 71, 300 gross sq ft/6,624 gross sq m

Exhibit Floors:
one

Dimensions: 268 ft/82 m x 574 ft/175 m

Capacity:16,965 theater seating; 12,710 banquet seating;
16,075 reception

Ceiling Height: 30 ft/9.41m

Largest Access Door: 28 ft/8.5 m wide x 30 ft/9.1 m high

Floor: Concrete

Floor Load: 350 lbs per sq ft/1,709 kg per sq m

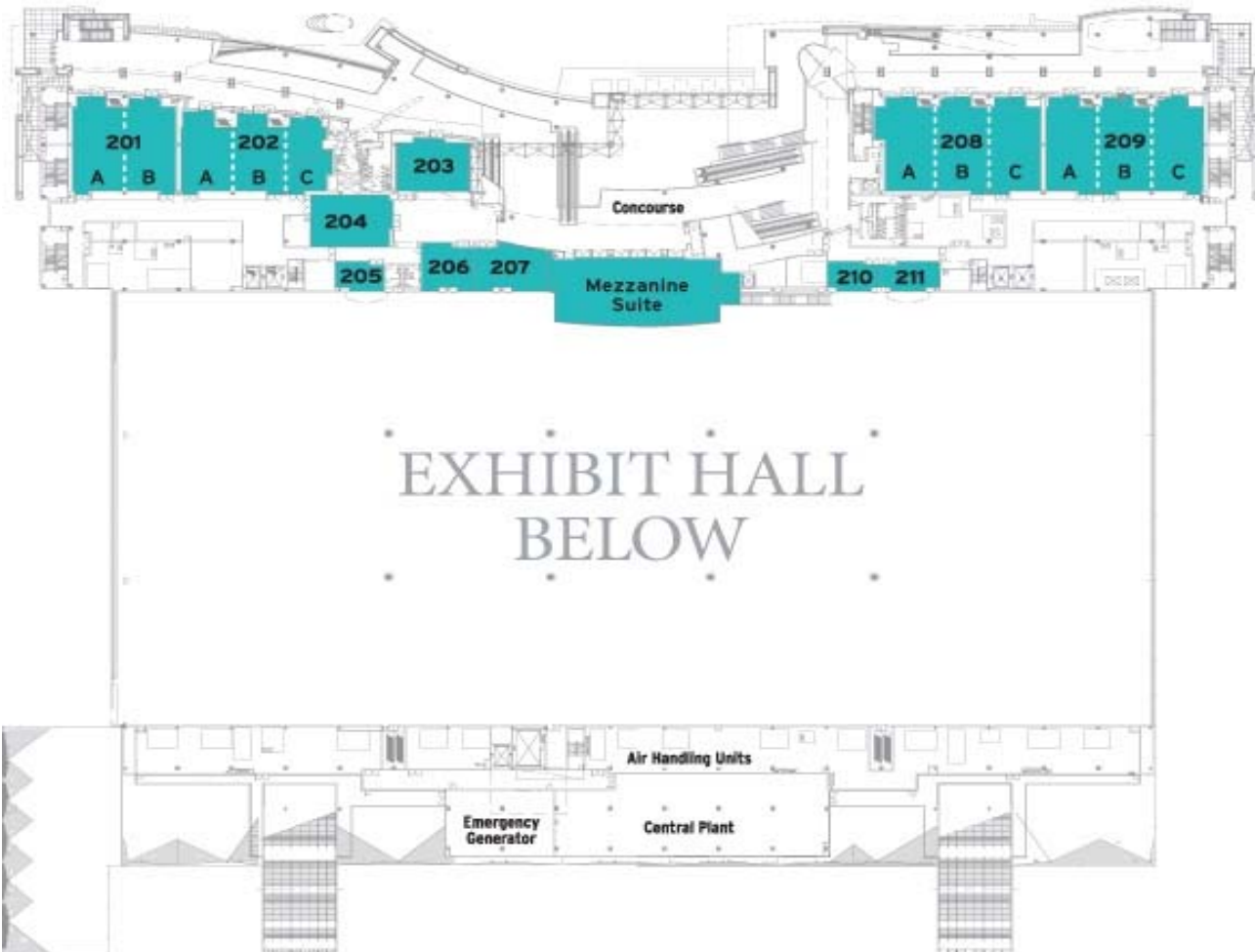
Power: At 30 ft/9.1m centers throughout the exhibit hall,

each with two 208-volt, 30-amp, 3-phase with one 208-volt 100-amp, 3-phase, 5-wire quick connect. One 120-volt, 20-amp GFI with breaker. Overhead, two 480-volt, 1,000-amp, 3-phase

Level II



LEVEL 2



Level 2	Area	Length	Width	Height	Area	Length	Width	Height	Theater	Banquet	Reception	Classroom
Meeting Rooms (Total)	21,300	-	-	16	1,979	-	-	4.9	-	-	-	-
Meeting Rm 201 (Total)	3,200	60	58	16	297	18	18	4.9	264	160	337	181
201-A & B (ea)	1,600	58	29	16	149	18	9	4.9	144	80	168	96
Meeting Rm 202 (Total)	3,600	49	84	16	334	15	26	4.9	280	190	389	184
202-A & B (ea)	1,300	47	25	16	121	14	8	4.9	118	60	137	76
202-C	1,000	51	29	16	93	16	9	4.9	90	40	105	58
Meeting Rm 203	1,400	45	32	15	130	174	10	4.6	120	60	147	84
Meeting Rm 204	1,400	46	32	15	130	14	10	4.6	126	60	147	96
Meeting Rm 205	439	27	18	15	40.8	8.2	5.5	4.6	36	20		24
Meeting Rm 206	800	30	30	15	74	9	9	4.6	53	40	84	49
Meeting Rm 207	1,100	27	39	15	102	8	12	4.6	79	60	116	65
Meeting Rm 208 (Total)	4,900	60	94	16	455	18	29	4.9	418	280	516	288
208-A & C (ea)	1,600	60	29	16	149	18	9	4.9	152	80	168	94
208-B	1,700	60	30	16	158	18	9	4.9	154	80	179	96
Meeting Rm 209 (Total)	4,900	60	89	16	455	18	27	4.9	418	280	516	288
209-A & C (ea)	1,600	60	30	16	149	18	9	4.9	144	80	168	96
209-B	1,700	60	31	16	158	18	9	4.9	144	80	179	96
Meeting Rm 210	479	29	18	15	44.5	8.8	5.5	4.6	38	20		27
Meeting Rm 211	524	32	18	15	48.7	9.8	5.5	4.6	38	20		27
Balcony (Total)	4,000	-	-	-	372	-	-	-	444	330	421	276
Concourses	21,763	-	-	-	2,022	-	-	-	-	-	-	-
Prefunction	5,123	-	-	-	476	-	-	-	-	-	-	-

Meeting Rooms

Meeting Rooms: 12 individual rooms that subdivide into 25 breakout rooms

Level 1: Four rooms that subdivide into 10 rooms

Level 2: Eight rooms that subdivide into 15 rooms

Capacity: From 80 to 500 attendees using theater seating

Ceiling Height: Four at 18 ft/5.5 m and eight at 16 ft/4.9m

Power: 120-volt, 20-amp convenience outlets along perimeter walls. Floor outlets at head table locations. Each divided room with access to a 120-volt, 100-amp supply.

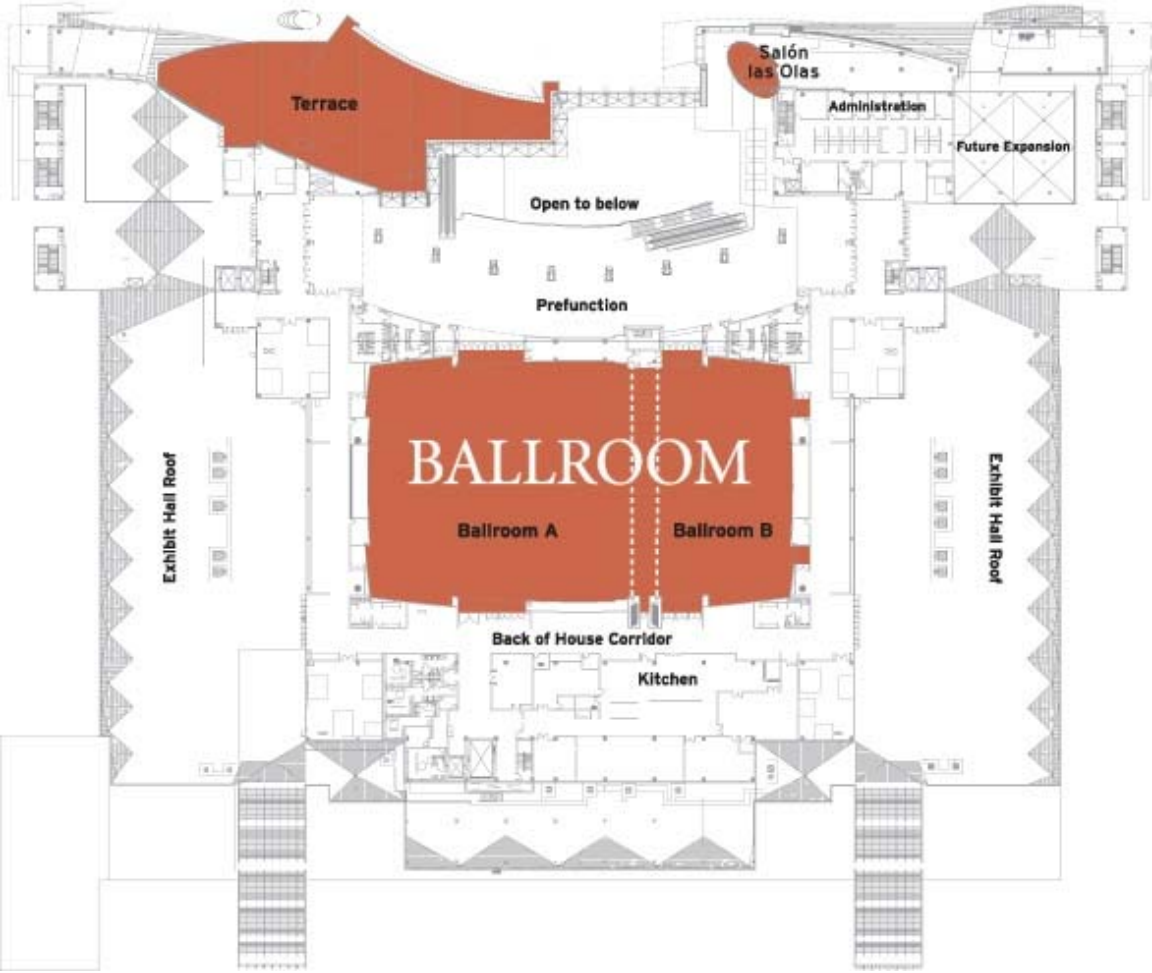
Balcony: 4000 sq ft/372 sq m function space for over 400 attendees overlooking the exhibit floor

Show Manager Conference Rooms: Three conference rooms available on the second level with an overall space of 1,482 sq ft/137.7 sq m

Level III



LEVEL 3



Level 3	Area	Length	Width	Height	Area	Length	Width	Height	Theater	Banquet	Reception	Classroom
Ballroom (Total)	39,500	145	278	26-45	3,670	44	85	8-14	3542	1900	4,158	2616
Ballroom A	25,500	150	170	26-45	2,369	46	52	8-14	2,244	1100	2,685	1,568
Ballroom B	14,000	151	92	26-45	1,301	46	28	8-14	1,126	500	1,474	784
Terrace	12,800	-	-	-	1,189	-	-	-	1,421	1,060	1,348	-
Prefunction	22,651	-	-	-	2104	-	-	-	-	-	-	-

The drama of the ballroom is breathtaking, creating the illusion of a moonlit night. The world's largest chandelier is majestically set to sprinkles moonbeams on a carpet reminiscent of the ocean.

This multipurpose, column-free 39,500 sq ft/ 3,670 sq ft/1,301 sq m and one at 25,500 sq ft/2,369 sq m

Dimensions: 145 ft/44.2 m x 278 ft/ 84.7 m

Capacity: 4,388 theater seating; 3, 290 banquet seating; 4,158 reception.

Ballrooms: One divisible into two sections, one section at 14,000 sq ft/1,301 sq m and one at 25,500 sq ft/2,369 sq m

Ceiling Height: From 26 rft/7.9 m to 45 ft/13.7 m

Floor Load: 125 lbs per sq ft/610 kg per sq m

Power: Quadruplex convenience outlets at 30 ft/9.1m centers on perimeter walls, two each 120-volt, 30-amp

circuits. Three 208 volt, 100-amp, 3-phase connections located in the service corridors. Two 208-volt, 400amp disconnect for stage us. Duplex convenience outlets 208-volt, 30-amp at 30 ft/9.1 m centers each way.

Ballroom Terrace: 12,800 sq ft/1,189 sq m of space with open view to the bay